



EAST BARNET SCHOOL

Job Description

Post: **Behaviour and Interventions Coordinator**
Accountable to: **Deputy Headteacher / Behaviour Support Manager**
Grade: **Band 6**
Job purpose: To support the behaviour management systems and offer support and interventions to staff, students and parents to improve student behaviour.

Duties and responsibilities / Job specification

1. With the support of the Deputy Headteacher and Behaviour Support Manager, run the Internal Exclusion Centre (IEC), ensuring a purposeful working environment and accurate record keeping.
2. Evaluate IEC data to ensure appropriate interventions are in place.
3. Oversee and deliver programmes of intervention and mentoring and track impact.
4. Support students with transition back into lessons following periods of respite or suspension.
5. Coordinate the first stage of a Behaviour Management Plan working with Heads of Year, parents and students.
6. Conduct, support and advise staff conducting, restorative conversations.
7. Deliver educational pieces to students to support any sanctions issued.
8. Act as an investigating officer for incidents involving student behaviour and take appropriate action to resolve them.
9. Where appropriate, liaise effectively with parents, members of staff, students and members of the local community, promoting the school values.
10. Monitor detention data, support student attendance for detentions, and implement interventions for repeat occurrences.
11. Where necessary, undertake daily communication home for targeted students.
12. Undertake the role of 'on-call' to support staff when needed.
13. Act as a First Aider.
14. Undertake daily lunchtime duties/supervised activities with students.
15. Ensure confidentiality is maintained in all aspects of work.

Other duties and responsibilities

1. Demonstrate consistently high expectations of all students and a commitment to raising their achievement and social and emotional wellbeing. Promote the positive values, attitudes and behaviour expected from all students by treating them with respect and consideration.
2. Develop strong and positive relationships with students and staff.

3. Consistently model the ethos and vision of the school.
4. Communicate promptly and sensitively with parents, carers, and other relevant bodies.
5. Establish and maintain effective working relationships with colleagues.
6. Carry out other reasonable duties within the scope of this post, as and when requested by the Headteacher or any other member of the Senior Leadership Team.
7. To attend INSET training sessions as directed by the School Business Leader.

Person Specification

Essential

1. Right to work in the UK.
2. Educated to at least GCSE or equivalent level (minimum C/pass grades in English and Mathematics).
3. Ability to implement effective behaviour management strategies.
4. Awareness and understanding of how emotions impact a child's development and behaviour, and how a calming influence can help them manage these and the stresses they encounter.
5. Experience of building positive relationships with young people.
6. Commitment to the wellbeing of all students in school and an understanding of the importance of a consistent approach to challenging behaviour.
7. Excellent interpersonal skills, including the ability to relate well to young people, senior leaders, and members of the wider community.
8. Excellent ICT skills.
9. Organisational skills that enable the centre to operate effectively and respond to the need for students to be placed under their supervision at short notice.
10. The capacity for hard work, commitment, flexibility, and reliability.
11. A good sense of humour, tact, and the ability to work well under pressure.
12. Committed to teamwork and working collaboratively with colleagues.
13. Confidence and self-motivation to work well under pressure.
14. A commitment to inclusive educational provision.
15. Patience, resilience and a calm manner.
16. Trustworthiness, including the ability to keep sensitive matters confidential.
17. Willingness to undertake training appropriate to the post.
18. Commitment to the safeguarding and welfare of all students.
19. This post is subject to an enhanced DBS check.