

## **Great Academy Ashton** (Part of Great Academies Education Trust)

### **JOB DESCRIPTION**

<b>Post:</b>	<b>Behaviour Lead</b>
<b>Accountable to:</b>	Assistant Principal - Head of School
<b>School Type:</b>	The Academy is a publicly funded secondary school for students aged 11 – 16.
<b>Salary Scale:</b>	Band 8

### **JOB PURPOSE**

The purpose of the post is to have oversight and lead on the behaviour of students across the academy. To coordinate approaches to behaviour and liaise with the relevant year teams, Key Stage Directors and SLT.

### **KEY RESPONSIBILITIES**

#### No MAIN RESPONSIBILITIES FOR THIS JOB ROLE

- 1 To support the consistent implementation of the academy's behaviour policy
- 2 To be responsible for the calm and purposeful entrance and exit of students into and out of the academy
- 3 To work with other members of staff to ensure students are monitored and supervised before school and during social times
- 4 To be responsible for calm and purposeful movement around the academy between lessons
- 5 Ensuring that after school corrections are managed consistently data is tracked
- 6 Ensuring that students enter the Academy in full uniform and if not follow the agreed procedures
- 7 Ensuring that follow up action is coordinated and taken for students failing to meet academy standards
- 8 To follow through any issues to do with behaviour as required for example taking statements, investigating incidents and imposing sanctions as directed by the senior leadership team and key stage directors
- 9 To mentor students with repeat incidents of internal and external suspensions
- 10 To ensure all aspects of paperwork, physical and electronic, have been recorded and filed correctly
- 11 Organise restorative justice meetings to prevent future behaviours occurring
- 12 Contribute to pastoral intervention programmes
- 13 Communicate with parents and external agencies
- 14 Liaise with Heads of Year and Key stage directors to support monitoring of students on behaviour report
- 15 To assist the academy leadership group in maintaining the highest standards of

behaviour and punctuality to lessons.

- 16 To analyse behaviour data and produce reports to identify patterns
- 17 Attend academy meetings and training as directed by your line manager
- 18 Be a positive role model and maintain the professionalism expected of an academy manager in all dealings with colleagues, students, parents and all other professionals
- 19 Ensure working knowledge of legislation and best practice is kept up to date in line with DfE guidelines

### **OTHER DUTIES AND RESPONSIBILITIES (Generic to all posts)**

- To promote the Academy as an inclusive institution which celebrates diversity and engages all students and staff.
- To set an example to students in terms of conduct and personal presentation.
- To support the ethos of the Academy.
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety, Data Protection and Safeguarding.
- To actively participate in relevant Academy processes including performance management.
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings.

***This post is subject to enhanced disclosure.***

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.*

*This job description is current at the date shown but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.*