

# Job Description

**Job title: Behaviour Leader**

**Salary: OAT Scale 6 Point 20-25 (£30,296.00-£33,945.00 Pro Rata)**

**Start Date: September 2024**

**Contract Type: Term Time plus 1 week**

**Contract Term: Permanent**

**This Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.**

## Job purpose

To manage the behaviour of pupils and work effectively with other staff, families and carers to overcome behavioural obstacles to learning. Specific AP role to be decided upon appointment and based on Academy need and experience.

## Duties and Responsibilities

- a) Lead the management of pupil behaviour. May be responsible for other obstacles to learning such as behaviour.
- b) Undertake the assessment of needs of individual pupils.
- c) Responsible for the supervision of individual or small groups of pupils to provide, advice, motivation and support on behaviour and welfare issues.
- d) Advise senior management team in the production and implementation of whole school plans, initiatives and strategies to improve pupil behaviour.
- e) Manage a caseload of pupils in improving their behaviour and learning.
- f) Monitor and evaluate pupil progress, including production of assessment reports.
- g) Manage the supervision of pupils excluded from school or following a different timetable.
- h) Support the re-integration of pupils back into school to help prevent future exclusions.
- i) Work with feeder school to ensure smooth transition of pupils between phases.
- j) May handle small amounts of cash for activities.
- k) Develop practices to engage parental support in modifying unacceptable pupil behaviour.
- l) Adherence to safeguarding requirements as well as health and safety.
- m) May manage other support staff that provide support to pupils in and outside and classroom.
- n) Liaise with external agencies to improve pupil behaviour.
- o) Liaise with parents/carers of excluded pupils to explain the reasons for exclusion and agree a way forward including procedures for a return to school.
- p) Provide advice and support to parents/carers of excluded pupils and/or those where there are significant behavioural concerns.
- q) Motivates parents/carers and pupils to improve their behaviour/attendance.
- r) Liaise with relevant senior management with regard to any safeguarding concerns.
- s) Liaise with teaching staff to provide particular support to targeted pupils to raise achievement, behaviour and/or attendance and to help them overcome barriers to learning.
- t) Maintain case files of excluded pupils, recording contact with the pupil and their families and carers.
- u) Provide reports on the impact of behaviour intervention strategies and provide feedback on behaviour and attendance statistics.
- v) Required to interpret complex information and situations and solve difficult problems and develop solutions with access to line manager for serious problems.

# Person specification

## Qualifications

- a) Relevant training or qualifications in an appropriate discipline.
- b) Excellent numeracy, literacy and IT skills.

## Knowledge, skills and experience

- a) Knowledge and skills equivalent to national qualifications at level 3 plus knowledge of procedures, practices and techniques for behaviour management.
- b) IT and keyboard skills.
- c) Knowledge and compliance with policies and procedures relevant to health and safety and child protection.

## Personal attributes

The successful candidate will have:

- a) Self-motivated with a positive outlook
- b) Ability to relate well to children and adults
- c) Willingness to work flexibly in order to meet tight deadlines and develop the service
- d) Commitment to team working
- e) Willingness to undertake further training as required
- f) Short periods of increased physical effort e.g. carrying resources.