

Academy @ Worden



JOB DESCRIPTION	
JOB TITLE:	Behaviour Manager
GRADE:	Grade 6 37.5 hours a week, term time plus one week
TERM:	Permanent position
LOCATION:	Academy@Worden
RESPONSIBLE TO:	SLT with line management of behaviour
STAFF RESPONSIBLE FOR:	None
JOB PURPOSE: The main objectives to be achieved by the Postholder	
<p>The main purpose of the post holder is to have overall responsibility for the management of behaviour in specific years, thus guaranteeing the successful delivery of the targets of “Every Child Matters”. Additionally, the Behaviour Manager is responsible for developing the school ethos that supports and enhances pupil’s resilience, involvement and sense of belonging. This will ensure all pupils enjoy school life and fulfil their potential.</p>	
MAIN ACTIVITIES What the Postholder will actually do	
What prescribed duties the postholder will have	
Pupil Behaviour Support	
<ol style="list-style-type: none"> 1. By working with the other Behaviour Manager and the SLT line manager on issues of behaviour, promote a whole school approach to developing and implementing policies and procedures to overcome obstacles to good behaviour and improve participation in learning and school life. 2. Promote and exemplify the schools safeguarding policy. 3. Lead in managing pupil behaviour for the specified year groups. 4. Promote the whole school approach to attendance. 5. Liaise with teaching staff to assess and provide particular behaviour support to targeted pupils to raise engagement and enable them to overcome behavioural barriers to learning. 6. Identify and assess the needs of those pupils requiring extra behavioural support. Develop individual action plans for targeted pupils and work with an allocated group as required. 7. Work with parents/carers to help address poor behaviour. Undertake home visits with other pastoral staff and agencies to keep parents/carers informed and to secure positive family support. 8. Monitor the implementation of plans and report on progress achieved. Support the re-integration of pupils excluded from school or following an alternative timetable. 	

MAIN ACTIVITIES What the Postholder will actually do What prescribed duties the postholder will have	
<ol style="list-style-type: none"> 9. To monitor and evaluate the behaviour of pupils, taking appropriate action to ensure improved performance and achievement against agreed targets in the specified year groups. 10. To be a presence in and around the school and tutor group rooms at key times in the day and develop a behavioural nurture group (e.g. before and after school, break, lunchtime, tutor time). 11. To develop, coordinate and monitor systems of tutor/pastoral behavioural systems. 12. To support form tutors in order that they develop an effective role in mentoring, supporting and disciplining pupils in their groups in order to ensure that the targets of “Every Child Matters” are met. 13. To carry out investigations with students following incidents within/outside school and then to make suggestions as to the follow up action, in line with the schools Behaviour Policy. 14. To remain up to date with current practice in effective behaviour approaches by utilising online networks, contributing to local and national networks and reading widely so that the school's programme for behaviour management benefits from an up to date knowledge of best practice. 15. To then roll out these strategies to targeted students by utilising the nurture room/isolation room as a base for behaviour management. 16. To provide information and advice to enable pupils to make choices about their own learning and behaviour. 17. To contribute to the development of strategies, activities and alternatives to overcoming behavioural barriers to learning. 18. To co-ordinate and co-operate with appropriate staff to ensure that behaviour support is obtained from a range of outside agencies, e.g. LA Behaviour Support Teams, Educational Psychologists, KS3 Strategy Team, Police and voluntary agencies so that the school makes best use of specialist advice and assistance in the support of its most vulnerable young people. 19. To link with parents and external agencies who work in support of our pupils to ensure coordinated provision and exchange of information. 20. To develop and monitor Behavioural Support Plans/report cards for individual pupils in conjunction with the relevant staff, outside agencies and with parents. 21. To maintain effective systems for monitoring and addressing poor behaviour in order to contribute to meeting school targets. 22. To contribute to and encourage participation in assemblies and enrichment opportunities. 23. To coordinate and contribute to the daily management, supervision and development of the inclusion/isolation room. 24. To contribute to the management and supervision of detentions and on-call duties of pupils. 25. To prepare appropriate information as needed for any meetings regarding pupils, attendance and behaviour panels, exclusion or other meetings as necessary. E.g. producing and collating reports, statements, records etc. 	
Duties Specific to the Y7 – Y8 Behaviour Manager	
<ol style="list-style-type: none"> 26. Be responsible for Y7 and Y8 behaviour. 27. Liaise with the SENDCO to implement strategies to minimise the effects of behaviour on Y7 learning and progress. 28. Liaise with the Progress Manager for Y7- 8 to implement strategies to minimise the effects of behaviour on Y8 learning and progress. 29. Liaise with the SLT to organise and facilitate the year 6 intake day & evenings. 30. Organise and contribute to year 7 and 8 assemblies/reward assemblies. 31. Be responsible for the daily behavioural issues that occur in years 7 and 8. 	

MAIN ACTIVITIES	What the Postholder will actually do	What prescribed duties the postholder will have
Duties Specific to the Y9 – Y10 Behaviour Manager		
<p>34. Be responsible for Y9 and Y10 behaviour.</p> <p>35. Liaise with the SENDCO to implement strategies to minimise the effects of behaviour on Y9 and 10 learning and progress for pupils on the SEN register.</p> <p>36. Liaise with the Progress Managers for Y9-10 to implement strategies to minimise the effects of behaviour on Y9 and Y10 learning and progress.</p> <p>37. Organise and contribute to year 9 and 10 assemblies/reward assemblies.</p> <p>Be responsible for the daily behavioural issues that occur in years 9 and 10.</p>		
School		
<p>1. Attend appropriate INSET and Twilight training sessions as directed as well as any evening events such as Parents Evenings, Open Evenings etc.</p> <p>2. To undertake any other reasonable duties, as determined by the Headteacher.</p> <p>3. To work as part of school to develop and foster a real sense and ethos of team work within this area of school. E.g. Help and support the other, Behaviour Managers and the Behaviour & Attendance Coordinator when required.</p> <p>4. To attend all relevant meetings as directed.</p>		
Note: This post has undergone assessment under the equal pay review		
Agreed by: Headteacher: Behaviour Manager:		