



**Job description: Behaviour Manager**

**Our Mission**

**Our purpose is to inspire a love of learning, empower our college community with the knowledge and skills to help them make meaningful choices and contribute positively to the world in which we live**

**To achieve excellence in all aspects of school life.**

*Thurston Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

<p><b>Summary of the role:</b></p>	<ul style="list-style-type: none"> <li>● To manage the day-to-day provision of a robust and supportive Reflection Room for students who present challenging behaviour</li> <li>● To provide social, emotional and behavioural support for all students across the College by establishing and maintaining productive working relationships with students, acting as a role model and mentor</li> <li>● To coordinate the support provision for students who need help in overcoming barriers to learning and developing their potential by raising standards of behaviour for learning.</li> </ul>
<p><b>Line management</b></p>	<p>The Behaviour Manager is line managed by Vice Principal</p>
<p><b>Main duties and responsibilities:</b></p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>● To set high standards for students across the College.</li> <li>● To establish constructive relationships with students, treating them consistently, with respect and consideration.</li> <li>● To develop a clear and thorough understanding of the specific needs of each student and suggest specific positive behaviour plans and interventions for individual students.</li> <li>● To maintain a record and provide regular feedback about students to the teachers and/or SENCO in order to best track student progress</li> <li>● To work with other professionals, both internal and external when necessary.</li> <li>● Carry out a range of additional duties that may arise from time-to-time in accordance with the nature of the role and level of responsibility.</li> <li>● Undertake any other duty deemed reasonable by the Principal of the College.</li> </ul> <p><b>Main Responsibilities</b></p> <ul style="list-style-type: none"> <li>● Promote positive behaviour by reinforcing the College's Behaviour for Learning Policy, liaising with colleagues as necessary and offering support as required.</li> <li>● To supervise students in the Reflection Room as they complete their work</li> </ul>

	<ul style="list-style-type: none"> <li>● To engage students in self-reflection work, helping them to understand their triggers and moderate their behaviour</li> <li>● Discuss and meet colleagues, parents/carers and students regarding disciplinary incidents as required.</li> <li>● Maintain clear and accurate records at all times.</li> <li>● Support and manage students removed from lessons</li> <li>● Using specialist knowledge and skills to support positive student behaviour choices</li> <li>● Work with students to identify, set and monitor behavioural targets</li> <li>● Provide feedback to students in relation to behaviour, both positive and negative</li> </ul> <p><b>Safeguarding Responsibilities</b></p> <ul style="list-style-type: none"> <li>● Demonstrate a commitment to keeping children and young people safe</li> <li>● Report any disclosure made to you to the appropriate person</li> <li>● Report any safeguarding concerns in the workplace to the appropriate person</li> <li>● Providing appropriate support and response in relation to safeguarding disclosures from students</li> <li>● Contributing to the preparation of individual student risk assessments, positive handling plans and individual behaviour plans</li> </ul>

## PERSON SPECIFICATION

**Key: A = Application, I = Interview, R = Reference**

Application Category	Essential / Desirable	How evidenced
<b>Education, Qualification and Training</b>		
Good Standard of Education at least GCSE Grade 4 @ or equivalent in English and Mathematics	E	A
ICT literate, with an ability to use school ICT equipment for logging, monitoring and communication	E	AI
Willingness to undertake additional professional training	D	I
<b>Skills, Knowledge &amp; Experience</b>		
Relevant experience of working with students aged 11- 16	D	AI
Experience working in an academic setting, ideally with KS3 or KS4 students	D	AI
Knowledge of Safeguarding and Child Protection Issues	E	AI
Excellent communication with all age groups and abilities, both verbal and written	E	AI
Positive approach to problem solving	E	AI
Planning, prioritising and managing workload in an environment of conflicting demands	E	AI
Current First Aid Certificate (Training will be given)	D	AI
<b>Personal Qualities</b>		
Excellent attendance and punctuality	E	AR
Honesty and integrity with the ability to handle confidential information	E	AR
Able to build effective and positive working relationships	E	AI
Organised and methodical approach to work	E	AI
Good sense of humour	E	AI
Enthusiastic and committed	E	AI
Committed to safeguarding and promoting the welfare of children and young people	E	AI
Committed to personal learning and development	E	AI
Committed to the principles of diversity and equality and their prominence in the culture of the College	E	AI
Able to work in a changing environment and open to new ideas	E	AI
Willing to be involved in the wider life of the College	E	AI