



David Ross Education Trust  
Broadening Horizons

## **JOB DESCRIPTION**

Job Title:

**Behaviour Manager**

Location:

**Malcolm Arnold Academy**

### **Job Purpose:**

To manage and co-ordinate the academy's behaviour and attitudes strategy, supporting students with positive behaviour in classrooms and social times

### **Background:**

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

### **Reporting To:**

Assistant Principal Culture and Standards

### **Grade:**

NJC 27

### **Hours:**

Full Time, 2 years fixed term, 41 weeks per year, plus training days plus 2 weeks taken flexibly

# KEY DUTIES AND RESPONSIBILITIES

## Purpose

- ★ To manage and coordinate the day-to-day processes of positive behaviour strategy.
- ★ To communicate, support and challenge behaviours and attitudes of children in the academy.
- ★ To assist with the operation of lesson removal, seclusion, inclusion, suspension and reintegration of students in the academy.
- ★ To analyse data on lesson removal, seclusion, inclusion, detention, suspension and reintegration of students in the academy in order to ensure strategy is sound and having impact.
- ★ To be responsible for the coordination of mechanisms of support for students requiring additional support with managing their behaviour. Working with and directly supporting students and their families.
- ★ To be responsible for delivering appropriate training to staff on behaviour strategies set within the ethos of the Academy which will contribute to improved behaviour and attendance in support of learning.
- ★ To administrate and supervise the use of resources designed to support personalised reflection on behaviour and attitudes.
- ★ To co-manage the personnel working in the support team, alongside the Pastoral Manager.
- ★ To be a Designated Safeguarding Lead for the academy.
- ★ To be a first aider for the academy

## Students

- ★ The post holder will directly influence students in the academy whose behaviour is a barrier to learning and who have been identified as benefiting from time in the support unit.
- ★ The post holder will directly influence students in the academy whose pastoral needs are a barrier to learning .
- ★ Typically the post holder will work with individuals or small groups of students
- ★ For every student, we identify individual issues/barriers, provide intervention, therapeutic care, academic care and personal reflection

## KEY RESPONSIBILITIES - ALL STAFF

- ★ To support the academy ethos
- ★ To contribute to academy-wide events including curriculum-focused events as part of the year team.
- ★ To support and contribute to the academy's commitment to enable children to be healthy; stay safe; enjoy and achieve; make a positive contribution; and achieve economic well-being.
- ★ To be aware of the academy's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- ★ To be aware of and comply with the codes of conduct, regulations and policies of the academy and its commitment to equal opportunities.

## PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 - Application

2 - Test/Presentation

3 - Interview

	Essential	Desirable	Assessed
<b>Qualifications and Professional Development</b>			
★ Educated to GCSE-level/NVQ-level 2 or equivalent, including English and Mathematics	✓		
★ Qualified Teacher Status		✓	
<b>Knowledge and skills</b>			
★ A committed and high motivated team player	✓		<b>Application Interview</b>
★ Excellent written and verbal communication skills	✓		
★ A good organiser who is able to work under pressure	✓		
★ Excellent interpersonal and liaison skills	✓		
★ ICT literate with the ability to word process and accurately record data	✓		
★ Able to work on own initiative	✓		
★ Ability to remain calm and contribute to the resolution of problems	✓		
★ Able to set tasks which challenge students and ensure high level of student interest	✓		
★ Implement behaviour management strategies to tackle challenging behaviour	✓		
★ Ability to motivate and re-engage disaffected students	✓		
★ Ability to mark and monitor students assigned classwork and homework providing constructive feedback and setting target s for student's progress		✓	<b>Application Interview</b>
★ Assess students against attainment targets		✓	
★ Work under your own initiative and deal with demands of large and diverse Parent/Carer population	✓		
★ Ability to work as part of a diverse team	✓		

★ Promote the safeguarding and welfare of children and young people within the Academy	✓		
★ Promote inclusion at all levels.	✓		
Equal Opportunities			
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓		
Safeguarding			
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓		
★ Play an important part in the wider safeguarding of children - identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓		
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓		
Health and Safety			
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓		

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*

*The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

***All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.***