

## Behaviour Support Manager

37 Hours per week

GRADE 6, 39 weeks

Required as soon as possible

<b>Post Title:</b> Behaviour Support Manager
<b>Responsible to:</b> Assistant Principal – Behaviour and Attitudes
<b>Main Purpose of the job</b> We are looking for a talented and committed behaviour manager who will support students to get back into lessons by helping them remove barriers and restoring positive relationships with others. Strong systems of support are already in place. To support the college in managing and upholding systems for the effective handling of behaviour, sanctions and interventions. Students have a right to high quality and compassionate behaviour support. As a Catholic college, we prioritise the dignity of the individual. Therefore, forgiveness and respect are crucial; as are fresh chances to make better decisions, learn, improve and grow.
<b>Duties and Responsibilities</b> <ul style="list-style-type: none"><li>▪ Manage, when required, the student behaviour and inclusion room (Damascus) within the school.</li><li>▪ To meet and greet students who have been placed into the behaviour and inclusion room.</li><li>▪ Provide pastoral support and guidance to students within the base and assist in their behavioural, emotional and social development.</li><li>▪ To provide and resource academic support for those missing learning due to poor behaviour choices.</li><li>▪ To support getting students back into classrooms as quickly and effectively as possible and protecting their curriculum entitlement.</li><li>▪ To manage and create a calm, working atmosphere with the minimum of disturbance and confrontation whilst applying the whole school expectations assertively and fairly.</li><li>▪ To undertake comprehensive assessments of students to<ul style="list-style-type: none"><li>○ determine those in need of particular support and;</li><li>○ target personalised interventions.</li></ul></li><li>▪ Challenge and motivate students within the internal inclusion setting as well as promote and reinforce self-esteem.</li><li>▪ Provide information and advice to enable students to make choices about their own behaviour.</li><li>▪ Provide feedback to students within the internal inclusion setting in relation to their progress, achievement, behaviour and attendance.</li><li>▪ Identify students who require reasonable adjustments to their curriculum provision in order to manage their behavioural needs.</li><li>▪ Liaise with the SENCO regarding students who require additional behaviour support and have SEND needs.</li><li>▪ Work collaboratively with other pastoral team members to identify and deliver targeted interventions for individuals or small groups.</li><li>▪ Support the management of the reintegration of students who have been either removed from normal lessons for a short period of time, or who have returned from a period of suspension due to a more serious incident.</li></ul>

- To organise and be responsible for internal inclusion and school detentions including the communication of detentions to students, parents and the pastoral team and being a lead for the management of detention rooms.
- In response to referrals made by the wider team, actively research appropriate interventions, activities, courses, organisations and individuals to provide support for students to more effectively manage their behaviour.
- Use specialist knowledge and/or experience to be responsible for the preparation of plans, resources and equipment to support students with identified behavioural needs.
- Support the Attendance Officer with the wider monitoring of punctuality to school.
- Liaise with subject leads to ensure work in Internal Inclusion is up to date and relevant for each curriculum area

## Monitoring and Evaluation of Impact

- To work alongside the Heads of Year and Pastoral Leaders in the identification, development, planning and evaluation of intervention programmes such as Behaviour for Learning and Pastoral Support Plans.
- Monitor and evaluate students' responses and progress against action plans through lesson observation and planned record keeping.
- Utilise IT programs such as Arbor to aid continuous monitoring of progress.
- Responsible for dealing with correspondence, compilation of internal inclusion data analysis, reporting on attendance, exclusions and making phone calls etc. for those students in the base.
- To complete accurate, up to date progress logs for students referred to the pastoral team.
- To ensure that all records and case notes are kept up to date, distributed and filed in accordance with school procedures and that appropriate levels of confidentiality are maintained.

## General

- To uphold the Catholic values and Mission of the college.
- To encourage students to interact and work co-operatively with others and engage all students in activities
- To take part in the annual professional development review for support staff being aware that job descriptions are subject to regular review
- To undertake any other duties which may be assigned to the post from time to time as directed by the Head of School.
- Work within the requirements of Data Protection at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue or concern.
- Remain vigilant to ensure all students are protected from potential harm.
- The post-holder will be expected to undertake any appropriate training provided by SJBCA or Stuart Bathurst Catholic High School to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place.

## Contacts

Regular: Students, pastoral staff, teachers, parents/carers, administrative staff.



	Essential	Desirable
<b>Experience</b>	<p>Previous experience of working with young people either pastorally or academically.</p> <p>Understanding of Child protection/safeguarding in an appropriate setting.</p> <p>Ability to establish appropriate and effective relationships with children and young people.</p>	<p>Experience of students with more complex behaviour needs.</p>
<b>Qualifications/ Training</b>	<p>Should possess at least level 3 qualifications or equivalent qualification with C or above in English and Maths at GCSE.</p>	<p>Specialist behaviour or social care qualifications and training.</p>
<b>Personal and Professional Qualities</b>	<p>Supportive of our Christian ethos</p> <p>Set high professional standards</p> <p>Excellent verbal and written skills</p> <p>Shows initiative and ability to prioritise own work and that of others to meet deadlines</p> <p>Able to work flexibly and adopt a hands-on approach</p> <p>A clear understanding of confidentiality</p> <p>Trustworthy and reliable</p> <p>Resilience and patience</p> <p>Calm under pressure</p> <p>Committed to own professional development opportunities.</p>	
<b>Skills</b>	<p>Use of initiative and excellent time management/prioritisation skills.</p> <p>Ability to lead or contribute well to staff and professional meetings</p> <p>Ability to work collaboratively in a multi professional team</p> <p>Ability to manage own time effectively</p> <p>Ability to prioritise own workload</p> <p>Maintain effective record keeping/management information systems.</p> <p>Communicate effectively with a wide range of audiences.</p>	<p>Practical and theoretical knowledge of behaviour management</p> <p>Counselling skills</p>