



Job Description

Post:	Behaviour Supervisor
Responsible to:	Assistant Headteacher
Salary scale:	Scale 4 (£27,855 - £29,139 pro rata, term time only) (Prorated salary £24,132 - £25,244)
Location:	Forest Gate Community School

Equal Opportunities

The trust has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

Job Purpose

To oversee the Behavior Improvement Room by assisting students who are not in class in improving their behaviour and fostering their personal development skills. This role is crucial in providing support to students, ensuring they receive the guidance needed to integrate successfully back into the classroom environment.

By working closely with the pastoral team, this position will add significant value to a positive and inclusive school culture. The role will also involve regular communication with teachers and parents to monitor progress and maintain a consistent approach to student well-being and discipline.

Main responsibilities of the post

Key Roles

- To ensure high standards of behaviour, learning and achievement in the Behaviour Improvement Room (BIR)
- Ensure the smooth day to day running of the BIR including supervision and timely pick-ups of students
- To implement the school's Behaviour Policy at all times and model it for students
- To teach expected behaviours to support students with returning to class successfully and sustainably
- To work with Heads of Department to provide high quality resources to ensure students' learning is effective in the Behaviour Improvement Room
- Keep efficient records in line with school procedures and produce written reports as required. Reports include but are not limited to: referrals to the Behaviour Improvement Room, isolations, detentions and out of lesson logs
- To apply Safeguarding, SEND and Equality strategies as required
- To communicate regularly with the Head of Year and contribute to the implementation of individual action plans and help monitor and assess progress targets set out for students who are repeatedly referred to the Behaviour Improvement Room

- To offer active support for and supervision of students at lunchtime
- To assist the Head of Year to follow up behaviour incidents in the first instance, gathering information, resolving matters and notifying parents of detentions
- To deal with incidents, maintain good behaviour and provide support. This includes unstructured times of the day including before registration, break times, lunch times and after the end of the school day
- To maintain the behaviour management monitoring of each student on digital behaviour platforms and provide individual reports when requested. To track the progress of individual students and specific defined groups and to maintain up-to-date relevant records
- To liaise with local authority personnel/external agencies and assist with the preparation of reports
- To contribute to the implementation and monitoring of behaviour management systems to ensure that effective learning can take place and barriers to learning are removed
- To support exam management including monitoring and collection of absent students
- To plan an exit strategy and monitor identified students following their return to classes from the exclusion room
- To manage isolated students ensuring students complete their set work.

Duties and Responsibilities

Operational role

- To contribute to discussions on the future development of the BIR
- To attend all staff briefing and pastoral team meetings
- To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures:
 - Staff Code of Conduct
 - Equal Opportunities
 - Health, Safety & Welfare
 - Child Protection
 - Data Protection
- To undertake any other similar duties of this level as required by the Headteacher and Behaviour Lead

Quality and Standards

- To follow Health and Safety requirements and initiatives as directed
- To comply with relevant Data Protection legislation
- To contribute to the maintenance of a caring and stimulating environment for young people, holding high expectations of students
- To contribute to the school's monitoring and evaluation processes
- To take responsibility for own professional development and duties in relation to school policies and practices

These responsibilities and duties may be subject to variation as the school's needs change at the reasonable discretion of the Head Teacher.

This job description describes the way the postholder is expected and required to perform and complete particular duties. It does not form part of the contract of employment.