



# St. Thomas a Becket Catholic Secondary School

Part of the Bishop Konstant Catholic Academy Trust

## Job Description

<b>Post title:</b>	Behaviour Manager
<b>Grade:</b>	6 (SCP 12-18)
<b>Accountable to:</b>	SLT in Charge of Pastoral Team

<b>Job Title:</b>	Behaviour Manager – 37 hours per week TTO + 5 days
<b>Job Purpose:</b>	<p>An integral role in supporting students to achieve academically and in their personal development. These are brand new posts and will be shaped and developed by the colleagues who are successfully appointed.</p> <p>A Behaviour Manager will be attached to each Year Group (Y7, Y8, Y9, Y10 and Y11).</p>
<b>Responsible for:</b>	N/A
<b>Liaising with:</b>	<ul style="list-style-type: none"> <li>To liaise with SEN, Attendance, Pastoral Teams and Heads of Department to ensure that identified students have equity and can achieve as highly as possible.</li> </ul>
<b>Key Functions:</b>	<ul style="list-style-type: none"> <li>This post assists in the Head of Year’s work, but it is a bespoke post as part of a team which is directed and managed by a member of SLT. The Behaviour Manager will be the first point of contact and relationship builder with all students in the given year group who are Pupil Premium (around 30-40 students in a given year group of 150 students, this assists the HOY and SLT) and the main contact for identified referred students who are in need of extra support. In working with the child, family, school and other agencies as required – this post will assist in ensuring that the student can improve their engagement, experience educational success, improve their attendance, reduce sanctions and the risk of suspensions.</li> <li>To help to staff the isolation room one hour per day.</li> <li>To help knit together a newly formed team to champion the outcomes of students who face barriers to learning.</li> <li>raise achievement and provide support enable them to achieve at least expected outcomes.</li> <li>To support the access to education and the raising of standards of attainment and progress for a targeted group or individuals.</li> <li>To focus on an identified group of students; providing support to address the needs of those students to overcome barriers to learning and ensure individuals’ positive health and well-being are maintained.</li> </ul>

	<ul style="list-style-type: none"> <li>• To build and develop relationships with the families of students who are disadvantaged.</li> <li>• To be the first point of call in communication with home with an identified group of students in the Year group. This work supports the Head of Year.</li> <li>• To be a presence along with other Pastoral staff and maintain the highest standards of behaviour.</li> <li>• Initiating and implementing study, mindfulness and personal support strategies both in and out of school.</li> <li>• Liaising with teaching staff to coordinate the approach to support to targeted students in order to work as a team with Heads of Year, Form Tutors and Subject Leaders in identifying those students who need extra help to overcome barriers to learning inside and outside of school and assess their specific needs.</li> <li>• To be a presence around the school and calling into some identified lessons ensuring that an identified group of students are succeeding and giving their best.</li> </ul>
<p><b>Specific Responsibilities: Liaising with Head of Year and SLT Link</b></p>	<ul style="list-style-type: none"> <li>• To develop, implement and support actions for targeted groups or individuals who need particular support.</li> <li>• To develop relationships with students requiring particular support with the aim of addressing points defined in the action plan and engaging them with activities and opportunities.</li> <li>• To support those students in danger of disengagement from education.</li> <li>• To undertake home/school liaison activities, including home visits, in order to keep parents / carers informed and to secure positive family support and involvement.</li> <li>• To support parents in enabling their children to overcome barriers e.g. signposting external agencies, school nurse etc.</li> <li>• Maintain accurate records and prepare written reports and evaluations, to help monitor the implementation of action plans and provide feedback to all relevant stakeholders on progress and achievement.</li> <li>• To network with other colleagues, both in and out of school, to share good practice.</li> <li>• Enable the development of partnerships with local businesses and other organisations to set up support and initiatives within school that will address barriers to learning.</li> <li>• To identify young people who are underachieving and signpost them for their specific needs.</li> <li>• Develop and lead study support activities, such as homework clubs, subject specific boosters, during and outside of school hours.</li> <li>• Support the development / implementation of activities to encourage family / carer involvement within school.</li> <li>• For identified students - liaise with external agencies, such as health professionals and EWOs to improve attendance.</li> <li>• To engage in any activity as deemed appropriate to the needs of the school and individual students as directed by SLT.</li> </ul>
<p><b>Other Responsibilities:</b></p>	<ul style="list-style-type: none"> <li>• Contribute to and be supportive of the Catholic ethos of the School.</li> </ul>

	<ul style="list-style-type: none"> <li>• Comply with all policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person</li> <li>• Establish constructive relationships and communicate with other agencies/professionals, third parties as required.</li> <li>• Participate in training and other learning activities and performance development as required.</li> <li>• Recognise own strengths and areas of expertise and use these to advise and support others.</li> <li>• Other duties commensurate with the grade of the post as directed by SLT.</li> </ul>
<b>Safeguarding:</b>	<ul style="list-style-type: none"> <li>• Contribute to the safeguarding and promotion of the welfare and personal care of children and young people regarding safeguarding procedures.</li> <li>• Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the Designated Safeguarding lead or a Deputy Designated Safeguarding Lead.</li> </ul>
<p>This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	