



Queen Mary's SCHOOL

BEHAVIOUR MANAGER

JOB DESCRIPTION AND FURTHER INFORMATION FOR CANDIDATES

Reporting To: Assistant Head: Safeguarding and Wellbeing

Job Purpose: The Behaviour Manager is responsible for developing and implementing strategies to promote positive behaviour and manage disciplinary issues across the entire school, with a primary focus on the Senior School. This role involves working closely with pupils, staff, and parents to create a supportive and orderly school environment that fosters academic and personal growth.

SALARY RANGE: In the range FTE £23,636.00-£28,888.00 (£18,000-£22,000 Pro Rata) will be paid for this role.
Part Time (Hours to be agreed at interview but expected to be over 5 days).
Term Time only.

KEY RESPONSIBILITIES:

- Implement, and maintain the school's behaviour policy.
- Ensure consistent application of behaviour policies and procedures across all year groups.
- Support with the regular review and updating of the behaviour policy to reflect best practices and school needs.
- Provide direct support and intervention for pupils exhibiting behavioural challenges.
- Develop individual behaviour plans for pupils requiring additional support.
- Facilitate restorative practices and conflict resolution among pupils.
- Work with teaching staff to develop and implement classroom management strategies.
- Conduct training sessions and workshops for staff on effective behaviour management techniques.
- Support staff in handling complex behavioural issues and provide guidance on best practices.
- Monitor and track behavioural incidents and trends across the school.
- Maintain accurate records of behavioural issues and interventions.
- Provide regular reports to the Head of Pastoral and senior leadership team on behaviour trends and outcomes.
- Engage with parents and guardians to address behavioural concerns and develop collaborative strategies for improvement.
- Facilitate meetings and communication between school and home to support pupil behaviour goals.
- Lead and support whole school initiatives aimed at promoting positive behaviour and a respectful school culture.
- Organise and participate in assemblies, workshops, and other events that reinforce the school's behaviour expectations and values.
- Respond to behavioural crises and incidents promptly and effectively.

ADDITIONAL DUTIES

- To play a full part in the life of Queen Mary’s School assisting with staff duties as required
- To participate in induction training, staff appraisals and professional development opportunities
- To undertake additional safeguarding training
- To perform any the responsibility deemed reasonable by the Head / Assistant Head: Safeguarding and Wellbeing

The Behaviour Manager will work for and, report to the Assistant Head: Safeguarding and Wellbeing

General Responsibilities

- Liaise closely with the boarding staff to ensure pupils are well cared for.
- Facilitate and disseminate relevant information to staff.
- Maintain good communication with parents, respecting pupils’ confidentiality.
- Attend staff meetings as requested by Head and Assistant Head: Safeguarding and Wellbeing
- Attend In-service training and staff meetings at the start of each term.
- Attend CPD training as required.

OTHER RESPONSIBILITIES:

In addition, the Behaviour Manager may be required to:

- Support other departments within the school from time to time as requested by the Head.
- Complete, with priority, any other reasonable tasks as required by the Head.

PERSON SPECIFICATION

Attributes	Essential Criteria	Desirable Criteria
Qualifications	Good general knowledge of English and Mathematics to GCSE level (6) or equivalent	First Aid training
	Experience of working within an educational setting	Experience of working within a behaviour/pastoral setting
	Experience of working with pupils/young people	Experience of working within a senior school
	Awareness of and compliance with school procedures and policies, including safeguarding and health and safety	
Skills and abilities	Ability to act on own initiative and be resourceful	Have an understanding of Pastoral Support Programmes (PSPs)
	Ability to motivate and encourage young people	Have an understanding of Early Help Plans
	Ability to observe and monitor progress, and maintain electronic records	
	Ability to work from instructions and accept advice	
	Ability to keep calm under pressure and keep issues in perspective	

	Strong communication and interpersonal skills	
	Ability to be discreet and uphold confidentiality	
	Excellent time management and organisational skills	
	Excellent written English and meticulous attention to detail	
	Ability to be able to present information in a logical and systematic manner	
	IT Literate, capable of using MS Word / Excel and office packages	
	Energy, drive, enthusiasm and a positive manner	
Personal attributes	Willingness to support the School's Christian values, ethos and heritage	
	Clear support for the advantages of single-sex education	
	Ability to abide by School policies and procedures	
	Awareness of the importance of Child Protection and Safeguarding of young people	
	Willingness to play an active part in the life of the school community	
	Willingness to work out of hours as and when school events occur	

TERMS AND CONDITIONS OF EMPLOYMENT:

This appointment is in regulated activity.

Support Staff: Behaviour Manager

The following particulars do not form any part of an offer of employment. Terms and conditions, which will incorporate the Staff Handbook and contract of employment, will be documented in due course to the successful candidate.

- The Behaviour Manager is appointed by the Head, subject to enhanced DBS clearance and receipt of two satisfactory references. The successful candidate will be required to complete a confidential pre-employment health questionnaire.
- This is a part time (term time only) role plus 5 In-service Training Days. Sports Day and Speech Day held on a Saturday are mandatory as whole school events.
- A salary in the range FTE £23,636.00-£28,888.00 (£18,000-£22,000 Pro Rata) will be paid for this role depending on experience and qualifications. This will be paid in monthly instalments in arrears from the agreed date of the appointment and inclusive of holiday pay
- The appointment is subject to a 3-month probationary period which may be extended following a performance review

- The appointee will be expected to participate in an annual appraisal process
- Additional benefits will include a significant fee discount for children to be educated at Queen Mary's School (subject to places being available and all relevant admissions criteria being met)
- Meals will be provided free of charge during term time
- The School operates an employer stakeholder contributory pension scheme.
- The appointee is required to give the School one term's notice of their intention to leave this post

All employees of Queen Mary's are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the School's Safeguarding Policy. If in the course of carrying out the duties of this post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, this must be reported to the School's Designated Safeguarding Lead.

Candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

THE SCHOOL

Queen Mary's School is a Christian community that values, nurtures and respects every individual. A place where all are challenged to do their best, serve others, show compassion and act with integrity.

Queen Mary's School...

- Strives for excellence in every endeavour
- Loves life and enjoys learning
- Nurtures spirituality and personal growth
- Respects individuality and embraces diversity
- Enhances character and builds resilience
- Creates independent young people
- Makes strong and lasting friendships

Queen Mary's School is an all girls' independent boarding and day school situated in beautiful countryside, between Ripon and Thirsk. Junction 49 of the A1 is about 2 miles away. Founded in 1925, the school was originally situated at Duncombe Park, but moved to its present site in 1985. Baldersby Park, the school's current home, is a Grade 1 listed building surrounded by 40 acres of landscaped grounds, sports fields and paddocks.

There is a co-ed Pre-prep department and the Prep and Senior school is for girls only and spans the age range 7 to 16. Whilst a few girls are prepared for Common Entrance at 11, 12 and 13+, most girls stay on and do GCSEs, before moving to new schools and colleges for the sixth form.

The School has a strong boarding tradition; however, the School is also attracting an increasing number of day girls and those who board one or two nights each week. Many of the girls who travel to school daily use the school minibus service.

Queen Mary's has a unique family atmosphere with friendliness and concern for others being an important part of the School's ethos. It is one of a group of 43 schools belonging to the Woodard Corporation, an Anglican foundation that promotes Christian education and high academic and pastoral standards within all its schools. All members of staff are expected to be in sympathy with the aims and ethos of the School.

More information about Queen Mary's can be obtained from the website www.queenmarys.org.