

Pastoral, Behaviour and Culture Lead

Job title	Pastoral Behaviour and Culture Lead - Felix House School
Reports to	Head of School
Main Purpose	To support pupils and other staff
Salary	£26,625

Working Time This post requires the employee to be present during school hours and to work 8 hours a day.

Role Specific Duties	<p>To set high expectations which inspire, motivate and challenge pupils</p> <p>To support pupils with their learning under the direction of teachers and management.</p> <p>To support the implementation and delivery of behaviour systems and routines.</p> <p>To promote good progress and outcomes by pupils.</p> <p>To cover lessons in the absence of teachers.</p> <p>Monitor the recording of behaviour incidents and oversee risk assessments.</p> <p>To manage data and behaviour trends and lead on strategies to support</p> <p>To facilitate interventions 1:1 or in groups</p> <p>Take responsibility for pupils on visits, trips and out of school activities as required managing risk assessments and online systems.</p> <p>Support pupils to develop their skills of independence, resilience and confidence.</p> <p>Administer first aid and/or medication (once trained).</p>
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Whole School Organisation	To participate in meetings around the child/young person
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	<p>To work collaboratively with the Children's Home team with regards behaviour management</p> <p>To lead on behaviour training and support</p> <p>Support with management of Team Teach training and refresher courses</p> <p>To act as a deputy designated safeguarding lead and work as part of the safeguarding team</p> <p>Make a positive contribution to the wider life and ethos of the school.</p>
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Health, Safety and Discipline	<p>Promote the safety and wellbeing of pupils.</p> <p>Manage behaviour effectively to ensure a good and safe learning environment.</p> <p>Ensure that safe working practices are adopted in order to maintain a safe working environment for employees and pupils.</p>
Professional Development	<p>Take part in the school's appraisal and supervision procedures.</p> <p>Take part in further training and development in order to improve personal development, behaviour and attitudes.</p>

Communication	<p>Communicate effectively with pupils, parents, and carers.</p> <p>Collaborate and work with colleagues other relevant professional within and beyond the school.</p> <p>Develop professional relationships with colleagues.</p>
Personal and Professional Conduct	<p>Uphold public trust in the profession and maintain high standards of ethics and behaviour within and outside the school.</p> <p>Have professional regard for the ethos, policies and practices of the school and maintain high standards of attendance and punctuality.</p> <p>Understand and act within the statutory frameworks.</p> <p>Safeguard and promote the welfare of children and young people, following the school's policies and staff code of conduct.</p>

Qualifications and Experience	<p>Experience of working with children/young people with SEMH/SEND.</p> <p>DSL Training desirable</p> <p>Team Teach Trainer qualification desirable</p>
Skills and Knowledge	<p>Knowledge of effective behaviour management strategies</p> <p>A good understanding of how children and those with SEMH/SEND learn.</p> <p>Ability to build effective working relationships with pupils.</p> <p>Knowledge of guidance and requirements around safeguarding children.</p> <p>Good ICT skills.</p>

Personal Qualities	<p>A commitment to achieving the best outcomes for all pupils.</p> <p>High expectations of pupils personal development</p> <p>Ability to work under pressure and prioritise effectively.</p> <p>Commitment to maintaining confidentiality at all times.</p> <p>Commitment to safeguarding and equality.</p> <p>Flexibility and a team player approach.</p> <p>Proactive and resilient to the ever changing needs of the children on a daily basis.</p>
<p><i>The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head of School. This job description may be amended at any time in consultation with the postholder.</i></p>	

Review	
<p>This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the company in relation to the postholder's professional responsibilities and duties.</p>	
Written by the Head of School	25/06/2024
Approved by HR Manager	
Agreed and signed by the post holder	

