



Exceptional without exception

JOB DESCRIPTION

Job Title: Behaviour Manager

Grade: C/D

Reporting to: Pastoral Manager

Job Purpose:

To work in partnership with the Pastoral Manager to lead the effective implementation of the Positive Behaviour policy across a Key Stage in school.

Responsibilities:

- To ensure the Positive Behaviour system is robustly and effectively implemented so that students experience a consistent approach across the school in respect of praise and, where appropriate sanctions.
- On a daily basis, respond to and resolve any behaviour incidents which take place within the Key Stage, including where necessary conducting investigations into what has occurred and liaising with parents / carers, and senior members of staff to ensure the correct action is carried out.
- Working with the On Call Manager, and wider Behaviour team, ensure that all instances of behaviour support are responded to in a timely manner such to allow teaching to proceed seamlessly in lessons.
- To support the effective running of Isolation so that it serves to diminish inappropriate behaviour.
- To conduct reintegration meetings with students who are returning from suspension as required by the reintegration policy.
- To carefully track the students in the Key Stage in a holistic manner; acting, where appropriate, as an advocate for students liaising with members of staff to provide support to targeted students, to raise achievement and improve behaviour.
- Develop and implement action plans for identified students relating directly to their individual behaviour needs and circumstances.
- Establish and maintain positive and appropriate mentoring relationships with students that engages, motivates and removes barriers to learning, aimed at achieving the goals defined in their action plan.
- Maintain regular contact with parent/carers of students in need of additional support, to keep them informed of the student's objectives and progress, and to secure positive family support and involvement.
- Encourage students to take responsibility by providing a range of information, advice and guidance to support and enable them to make choices about their own learning and behaviour.

- Be a 'point of contact' between the school and external agencies involved in supporting students, proactively initiating and establishing links with other services as necessary, and maintaining positive working relationships to facilitate successful outcomes for students.
- Log all appropriate information correctly on the academy's pastoral monitoring systems e.g. Bromcom. etc, and, where appropriate, train other colleagues in respect of the effective recording of information.
- Take a lead in the comprehensive assessment of student behaviour by investigating information and analysing patterns/trends in a range of data, in conjunction with teaching and other support staff.
- Plan and deliver group and individual support sessions on topics such as self-harm, anger management, emotional resilience, effective parenting, study support.
- Work to improve student behaviour through a pro-active approach informed by trend analysis and through maintaining a clear and positive framework for behaviour management in line with the school's Behaviour Policy.
- Be responsible for promoting the welfare of students by identifying potential child abuse and following safeguarding procedures in accordance with the school's Child Protection Policy.
- Support with transition arrangements for students entering or leaving the school.
- Supporting the academy with student access arrangements and examinations.
- Undertake additional duties appropriate to the post as required.
- Provide the Pastoral Manager with regular comprehensive updates on behaviour matters in respect to students on personal caseloads, seeking advice and guidance where required.
- Provide short term cover for lessons in the absence of teachers, where required.
- Provide support to the wider Pastoral and Attendance team as required.
- Provide support to the Administration Team as required.
- Attend key after school events and fully participate in training days.
- Attend staff training and briefings as required by the Headteacher.
- Attend middle and senior leadership meetings as required by the Headteacher.
- Complete AM, Break, Lunch and PM duties as required by the Headteacher.
- Other areas as directed by the Headteacher.

Accountable for:

- Accountable for ensuring that students are safe and well looked after across the school.
- Accountable for ensuring that behaviour is in line with expectations across the key stage.
- Accountable for taking the correct action in relation to Positive Behaviour in line with school policies.

Person Specification

Attribute	Essential	Desirable
Qualifications	5+ GCSE A* - G (or equivalent) including English and Mathematics.	A degree or higher-level qualification in a relevant subject.
Knowledge and Skills	<p>Knowledge of behaviour modification techniques.</p> <p>Knowledge of social, emotional and mental health needs of young people.</p> <p>Knowledge of how to de-escalate behaviour incidents.</p> <p>Good ICT Skills.</p> <p>A passion for education and making a difference.</p> <p>Excellent communication.</p> <p>Effective Team Player.</p> <p>Drive and Determination.</p> <p>Willingness to contribute to wider school life.</p>	<p>Knowledge of EHCP and SEMH processes.</p> <p>A good understanding of Positive Behaviour.</p>
Experience	<p>Recent experience working in a secondary school.</p> <p>Experience supporting students to improve behaviours.</p> <p>Experience working in a behaviour team within a secondary school.</p>	<p>Experience supporting students to overcome academic barriers to success.</p> <p>Experience working with external agencies.</p> <p>Experience providing training to others.</p>
Continuous Professional Development	Evidence of commitment to continued professional development.	

Other Conditions • Enhanced DBS Clearance