

Longdean School, Rumballs Road, Hemel Hempstead, Hertfordshire HP3 8JB
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Headteacher: Mrs Ruth Georgiades

Job Description

Behaviour Reset Lead

Post Title: Behaviour Reset Lead

Hours: 8-4pm Monday – Thursday, 8-3.30pm on Friday (30 minute daily unpaid break)

Job Grade: H7

Responsible to: AHT

Job Purpose:

- To ensure that the school aims are put into practice and to lead the drive for continuous improvement.
- To promote, monitor and support student learning.
- To analyse and report on trends in behaviour across the school.
- To ensure that the school sanctions systems operate smoothly.
- To support students in addressing boundaries and being successful in the classroom.
- To manage the Reset room, where students are placed if they have been removed from lessons or have been referred too due to serious and repeated poor behaviour.

Key Areas of Responsibility:

The initial responsibilities of the post are:

- a) Professional Standards
 - To model positivity and professionalism at all times.
 - To model and support excellence in all areas of the behaviour policy.
- b) Relationships
 - To build and sustain productive and positive working relationships with all staff
 - To build strong trusting relationships with students whilst maintaining professional boundaries
 - To place students' progress and success at the core of all relationships

c) Teaching & Learning

- To provide an academic environment where students who have been removed from lessons can continue to learn without distracting or being distracted by the wider school community.
- To provide work for students in Reset that is related to the specific curriculum topics the students are studying at that time.
- To utilise a specific Behaviour related curriculum, to improve student understanding of what they did wrong, how it affects others and strategies on how to avoid repeating the same behaviour in future.
- Supporting students in the completion of coursework and preparing for examinations.
- Providing work packs for students who are currently suspended and to collect and distribute completed work to the relevant member of staff for marking.
- To ensure that suitably differentiated materials are provided to challenge students at the appropriate level.
- To reward students who work well during their time in Reset and report back to the relevant members of staff and parents/guardians.

d) Behaviour Management

- To lead and manage the daily school detention system – set up the different types of detention on Bromcom daily, allocate students to the relevant detention session, send detention notifications to parents, attend daily after school detention, complete the register and then contact parents/guardians of students who have not attended.
- Set clear and high expectations and boundaries for students in line with the school's behaviour for learning policy. Demonstrate a consistent approach to create and sustain a controlled, orderly environment.
- To ensure that all incidents of poor behaviour are recorded on the school database.
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- To analyse behaviour data and report when required, to the AHT and Head of Year on the standards and patterns of behaviour within the school.
- To manage the school Internal Suspension system.
- To communicate with parents when needed
- To monitor the reintegration of students once they have been placed in Internal Suspension.
- To mentor students who struggle with their behaviour.
- To run interventions with students.
- To have students on report to monitor and work with them to improve their behaviour.
- To meet with students who don't attend detention.
- To communicate with parents about behaviour/detentions.
- To utilise specific rewards/incentives for students who improve their behaviour.

Person Specification

Essential	Desirable
Qualifications	

Educated to GCSE level (or equivalent) with English and Maths at grades A*- C	Degree/ A level / NVQ level 2
<i>Skills and Experience</i>	
Previous experience of working with young people	Previous experience of working with young people in a school
Good communication, ICT and interpersonal skills	Ability to communicate on a range of levels
Understanding of the educational system and education needs of children	Knowledge of planning and development of educational activities
Willingness to undertake appropriate further training	Willingness to acquire first aid qualification
Ability to participate in physical activities	Ability to meet the physical needs of pupils
<i>Personal Attributes</i>	
Vision, energy and enthusiasm	
Present a professional image at all times with high personal standards	
Willingness to participate in the wider life of the school	
Ability to work effectively as a member of a team	
Ability to work on own initiative	
Model a positive and professional attitude at all times	
Excellent organisational skills	

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.

**This job description should be read in conjunction with the Statutory Requirements contained in the current version of the NJC Support Staff Pay and Conditions document.
Please note that Longdean School operates a non-smoking policy.**