



WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION



Job Title:	Behaviour Coordinator
Location:	Across the Trust (based at Ivybridge Community College currently)
Grade/salary:	NJC Devon Grade D (scp 8 – 12) Under 5 years service £20,695 - £21,385 Over 5 years service £21,160 - £21,866
Hours:	32.5 per week, 40 weeks per year
Reports to:	Behaviour Lead
Responsible for:	N/A
Key relationships:	Senior Leadership Team, Safeguarding, Pastoral Leaders, College Directors and Attendance

Job Purpose

The Behaviour Coordinator supports the effective operation of the trust and works to uphold and promote its vision and values.

Under the direction of the Behaviour Lead, within an agreed system of supervision, the post holder is responsible for the effective day-to-day organisation, coordination, supervision of students and support of the behaviour rooms. Implementing agreed work programmes with individuals and groups, in or out of the classroom/behaviour room. The role of the Behaviour Coordinator is to ensure the smooth running of the behaviour rooms, through accurate record keeping and communications with stakeholders at all levels, which is both timely and effective.

Duties and Responsibilities

1. At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.
2. Support with the implementation and adherence of the College Behaviour Strategy, including the Behaviour Policy.
3. Follow and uphold the behaviour expectations with students. Liaise and communicate with parents/carers, providing information and advice on the established protocols.
4. Input and collate information to monitor and review those students in the behaviour rooms.
5. Liaise with Administrators daily to ensure communication with parents/carers is timely and accurate.

6. Liaise with key stakeholders daily, including: The Senior Leadership Team, Heads of Departments, College Directors, Pastoral Leaders, and others to review and support the effective day-to-day implementation and arrangements in the Behaviour rooms.
7. Prepare and produce a daily log of students, which is to be shared with staff at the end of the day. Process sensitive student information in accordance with the established protocols.
8. Produce regular reports to share with the Behaviour Team, College Directors, Pastoral Leaders and the Senior Leadership Team.

Duties and Responsibilities

Main Duties

1. Support with the implementation and adherence of the College Behaviour Strategy, including the Behaviour Policy.
2. Follow and uphold the behaviour expectations with students. Liaise and communicate with parents/carers, providing information and advice on the established protocols.
3. Input and collate information to monitor and review those students in the Behaviour rooms.
4. Liaise with the Administrators daily to ensure communication with parents/carers is timely and accurate.
5. Liaise with key stakeholders daily, including: The Senior Leadership Team, Heads of Departments, College Directors, Pastoral Leaders, and others to review and support the effective day-to-day implementation and arrangements in the Behaviour rooms.
6. Prepare and produce a daily log of students, which is to be shared with staff at the end of the day. Process sensitive student information in accordance with the established protocols.
7. Produce regular reports to share with the Behaviour Team, College Directors, Pastoral Leaders and the Senior Leadership Team.
8. Identify trends in student referrals to the Behaviour rooms and communicate these trends with the wider Behaviour Team, Heads of Department, Pastoral Leaders and College Directors.
9. Share the reports at meetings with the wider Behaviour Team, College Directors, Pastoral Leaders and the Standards and Expectations line manager in order that the data can be analysed and the patterns and trends identified.
10. Facilitate the implementation of support strategies to reduce repeat behaviour. This will involve liaising with stakeholders, including; Pastoral Leaders, College Directors, Tutors, the Senior Leadership Team, as well as parents/carers.
11. Keep the College Directors, Pastoral Leaders and Senior Leadership Team informed of any concerns with specific students.
12. Monitor and evaluate student responses to learning activities through observation and make a record of achievement against pre-determined learning objectives.
13. Ensure students have been provided with the appropriate work and that they return work to the relevant departments when necessary.
14. Prepare and where required, print work when students have not been provided with

work to complete in the room. Implement learning activities and adjust these to suit student needs and ability.

15. Support students with their work and access to learning activities through specialist support strategies.
16. Work under the direction of the Senior Leadership link and the class teachers, to plan, evaluate, and adjust work plans as appropriate.
17. Follow up on all non-attendee students to ensure their attendance in the room.
18. Supervise students in the Behaviour room, including during break and lunchtime.
19. Support students to reflect upon the reason for being in the Behaviour room. This will involve working on a 1-1 basis with students, to encourage them to reflect on why and how their behaviour has not met the College expectations and why it should not be repeated.
20. Challenge and support students to reinforce the College expectations, both in the classroom and outside of the classroom, to support the Behaviour approach and the Ivybridge Way.

Safeguarding

Ivybridge Community College is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. This post is subject to satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate and satisfactory references before commencing the post.

General to all roles across the Trust

1. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
2. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
3. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
4. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours:			
Compassion:			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	E		X
Aspiration:			
Works to high expectations, modelling the delivery of high-quality outcomes	E		X
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	E		X
Integrity:			
Acting always in the interests of children and young people,	E		X
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	E		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	E		X
Collaboration:			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	E		X
QUALIFICATIONS:			
GCSE (or equivalent) Grade C or above in Mathematics and English	E	X	
Level 3 Safeguarding or willingness to work towards	E	X	
EXPERIENCE:			
General knowledge and understanding of the College curriculum	D	X	X
General IT skills, with standard keyboard skills, and an advanced knowledge of MS Office and Excel	E	X	X
Use of College systems (such as SIMS and CPOMS)	D	X	
Experience of writing detailed reports	D	X	X
Evidenced data analysis and analytical skills	D	X	X
Experience of working in an educational setting with small groups of	D	X	X

students, experience of designing and delivering interventions/ learning programmes			
KNOWLEDGE, SKILLS AND ABILITIES:			
Ability to present solutions	E	X	X
Excellent communications skills, both verbal and written, including the effective communication skills with stakeholders of all levels from students, parents/carers, through to the Senior Leadership Team	E	X	X
Ability to organise and prioritise workload to meet deadlines	E	X	X
Able to maintain confidentiality and use discretion at all times	E	X	X
Enthusiastic and committed to meeting the needs of students	E	X	X
FURTHER REQUIREMENTS:			
Work effectively as part of the College Team while also having the ability to work independently	E	X	X
Ability to identify and engage in training/CPD opportunities for role requirements	D	X	X