



Affinity
Learning Partnership

Job Description and Person Specification

Post Title:	Behaviour Inclusion Lead (Primary)
Accountable to:	
Grade:	DFT 6
Post holder name:	
Post holder signature:	

ROLE OVERVIEW:

Support the Senior Leadership Team in establishing and developing the behaviour policy, providing high quality support for the most challenging children and those who are at risk of permanent exclusion.

KEY ACCOUNTABILITIES:

SUPPORT TO PUPILS

- Establishing productive working relationships with pupils, acting as a role model and setting high expectations.
- Deliver packages of support to students who are at risk of exclusion or are experiencing significant issues that are damaging their academic progression.
- Implement behaviour management strategies to encourage positive behaviour.
- Develop and employ intervention programmes that accelerate progress.
- Assist in the development and implementation of the academy Behaviour Policy and procedures and be part of the hierarchical system of behaviour management.
- To be a visible presence around the academy to support and promote excellent behaviour at all times from pupils.
- To support the Senior Leadership Team with parents, outside agencies, education welfare and the police with regard to confidential/sensitive information and complex issues if necessary.
- Liaise with the SENCo where children because of their special needs have challenging behaviour to ensure the appropriate strategies are used and reasonable adjustments are made.
- To write behaviour plans and risk assessments.
- To support with home visits, where appropriate.

ADMINISTRATION SUPPORT

- To manage the administration of logging and escalating behaviour related data.
- To contribute to the implementation of the behaviour management system, managing information and producing regular reports.
- Assist with pastoral-related administration, which may include inputting data to allow the preparation of reports for pupils, staff and parents; provide general administrative support as appropriate according to the needs of the school.
- Where appropriate, write behaviour support plans for children, to guide the actions taken and support provided.
- Coach and mentor other staff members in dealing with behaviour especially where this is particularly challenging.

SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies).
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

CORPORATE RESPONSIBILITIES

- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.
- To comply with any reasonable request from a Principal or other Trust Leader to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

PERSON SPECIFICATIONS: BEHAVIOUR INCLUSION LEAD (PRIMARY)

Education & Qualifications	Essential	Desirable
Good numeracy and literacy skills.	✓	
A range of qualifications or experience in a relevant discipline.	✓	
Experience		
Experience working with or caring with children of relevant age group.	✓	
Knowledge & Skills		
Excellent communication skills.	✓	
Ability to relate well to children and adults.	✓	
Have good organisational and prioritisation skills.	✓	
Ability to work constructively as part of a team and on own initiative.	✓	
Use basic technology e.g. computer, photocopier.	✓	
Have a flexible approach to work and be prepared to undertake routine administrative tasks outside of the classroom if required.	✓	
Personal Attributes		
Act as a role model and set high expectations.	✓	
Manages time effectively.	✓	
Customer focussed.	✓	
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	✓	
Open, honest and an active listener.	✓	
Takes responsibility and accountability.	✓	
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers to providing an effective service.	✓	
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations.	✓	
Is committed to the provision and improvement of quality of service provision.	✓	
Is adaptable to change/embraces and welcomes change.	✓	
Communicates effectively.	✓	

Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	✓	
Acts with pace and urgency being energetic, enthusiastic and decisive.	✓	
Has the ability to learn from experiences and challenges.	✓	
Commitment		
Committed to Affinity Learning Partnership values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	✓	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development	✓	
Other		
Ability to travel to other Trust sites	✓	
Is fluent in the use of the English language	✓	
Ability to speak an additional Language		✓