

Job Description

Job Title	Behaviour Manager
Grade	I
Responsible To	Vice Principal / Assistant Vice Principal
Staff Managed	Behavioural Support Officer
Job Family	Attendance & Behaviour
Job Purpose	<p>The purpose of this role is to lead and coordinate behaviour management across the school to maintain high standards of conduct, attendance, and engagement. The Behaviour Manager is responsible for managing the behaviour team, analysing behaviour data, and implementing effective interventions that promote positive outcomes for students.</p> <p>The postholder works collaboratively with staff, parents, and external agencies to support pupils' wellbeing and personal development, ensuring all behaviour management aligns with safeguarding principles. Through modelling, coaching, and professional development, the Behaviour Manager supports staff in developing effective behaviour management practices that foster a calm, respectful, and purposeful learning environment.</p>
Job Context	<p>The Behaviour Manager plays a key role in promoting a positive, safe, and inclusive learning environment across the school. Working closely with the Senior Leadership Team, teaching staff, pastoral teams, and external partners, the postholder leads the implementation of the school's Behaviour Policy and ensures a consistent approach to behaviour management.</p> <p>This role requires a visible presence around school, responding to incidents, supporting staff, and promoting student wellbeing and engagement. As the lead for the behaviour team, the postholder ensures fair, restorative, and supportive practices that reflect the school's and Trust's values.</p>
Accountabilities / Main Responsibilities	
Operational Issues	<ul style="list-style-type: none"> ● Lead the implementation of the school's behaviour policy across the school day ● Support and promote the good behaviour of students at all times, to maintain a purposeful learning environment ● Track and monitor behaviour incidences during the school day, directing support from the behaviour team as required ● Respond to disruptive behaviour from students on a day to day basis, while ensuring that matters are dealt with appropriately to prevent escalation of any disruption ● To quality assure required paperwork and statements following behaviour incidents ● To attend behaviour meetings, directing required actions in school accordingly ● Lead and manage the behaviour team, to ensure effective behaviour intervention strategies throughout the school day inline with the school Behaviour Policy ● Recognise when it is necessary to implement agreed de-escalation strategies to minimise pupil disruption and/or dangerous behaviour ● Take action to deal with behavioural issues as they arise ● Have awareness of the health and wellbeing of pupils to provide effective support ● Respond to immediate issues on and off the school site, directing the behaviour team accordingly ● Lead and co-ordinate the work of Seclusion and to be responsible for pupil behaviour in this area, at break and lunchtime ● Work with small groups of pupils in organised activities, as and when required ● Motivate and be responsive to pupil behaviour at all times ● Develop, deliver and monitor the effectiveness of a range of programmes, activities, courses, and opportunities to provide all necessary support for identified students ● Lead and manage detentions, ensuring all students follow expectations

	<ul style="list-style-type: none"> ● Exercise professional judgement in resolving high-level behaviour incidents and safeguarding issues, including multi-agency case management and decisions with school-wide impact
Communications	<ul style="list-style-type: none"> ● Liaise with the Senior Leadership Team to provide statistical data on behaviour incidents, seclusion and exclusions ● Take part in departmental or whole school meetings as required ● Contribute to the positive ethos of the school, using fresh ideas to promote improvements in behaviour and attitude to learning inline with Trust and school values ● Attend and contribute to meetings with other staff, external agencies and parents as required ● Provide support to the Senior Leadership Team with restoration following behaviour incidents
Partnership or Corporate Working	<ul style="list-style-type: none"> ● Liaise with the Local Authority and external bodies where necessary to provide information about pupils' progress and improvement strategies ● Lead and manage the behaviour team to provide effective ● Work with the Teachers, Support Staff and Senior Leadership Team to reinforce the school's Behaviour Policy ● Work in partnership with teachers, and other school support staff to maintain good behaviour ● Liaise with teaching and support staff to provide personalised support for identified pupils that leads to them engaging in learning and achieving in line with their potential
Skills Development	<ul style="list-style-type: none"> ● Participate as required in the school's performance management system and take part in appropriate training and development opportunities ● Develop a range of strategies for monitoring the impact of planned interventions, including through the use of CPOMS, SIMS, etc. ● Support the professional development of the behaviour team, working alongside the Behaviour Officers to model effective delivery ● Contribute to coaching, mentoring and sharing good practice within the behaviour team, throughout the school and across the Trust ● Lead professional development on behaviour management for teaching and support staff across the school, embedding consistent approaches and influencing whole-school culture ● Champion the Trust's values of Kindness, Respect and Teamwork
Safeguarding	<ul style="list-style-type: none"> ● Be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate ● Maintain confidentiality as appropriate ● Undertake regular child protection and safeguarding training ● Log any safeguarding concerns on CPOMS ● Have an awareness and knowledge, where appropriate, of the most recent safeguarding legislation
Systems and Information	<ul style="list-style-type: none"> ● Keep records of students' behaviour and any incidents ● Maintain records of all communication with parents / carers ● Monitor, record and report on pupil behaviour
Planning and Organising	<ul style="list-style-type: none"> ● Co-ordinate and monitor staff duties within school. Distribute an up-to-date schedule as and when required, to ensure all areas of school are monitored ● Assist in the continued development and implementation of the Behaviour policy ● Support rewards activities for students as part of the Behaviour Policy ● Responsible for managing a small budget for behaviour and pastoral interventions, ensuring cost-effective use of resources to meet student needs and support school priorities
Data Protection	<ul style="list-style-type: none"> ● To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

Health and Safety	<ul style="list-style-type: none"> ● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. ● To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> ● We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. ● Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. ● Develop your own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> ● Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. ● Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager. ● Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> ● The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. ● The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. ● Understand your own role and its limits, and the importance of providing care or support.

Person Specification

Job Title	Behaviour Manager	
Grade	I	
Responsible To	Assistant Headteacher / Vice Principal / Deputy Headteacher	
Staff Managed	Behaviour Support Officer	
Job Family	Attendance & Behaviour	
	Essential	Desirable (if not attained, development may be provided for successful candidate)
Knowledge		
<ul style="list-style-type: none"> ● Knowledge of strategies which promote good behaviour and positive attitude ● Knowledge of developmental progression in the emotional curriculum ● Knowledge of normal child development and children's personal development needs ● Knowledge of behavioural management techniques ● An understanding of the potential barriers to learning and attending school faced by children and young people and how they can be overcome 		<ul style="list-style-type: none"> ● Knowledge of Health & Safety regulations ● Knowledge of the school's policies and procedures
Experience		
<ul style="list-style-type: none"> ● Experience of working in multi-disciplinary teams ● Experience of participating fully in planned interventions programmes for children with emotional and behaviour difficulties ● Experience of working with young people of relevant age 		<ul style="list-style-type: none"> ● Experience of multi-agency working ● Experience of counselling or mentoring young people
Occupational Skills		
<ul style="list-style-type: none"> ● Excellent communication skills ● Excellent interpersonal skills ● Observational skills ● Time management and organisation skills. ● Ability to react calmly and quickly in an emergency ● Tact and sensitivity ● Ability to relate well to children and adults 		
Qualifications		
<ul style="list-style-type: none"> ● NVQ Level 3 qualification, ideally in a relevant field, or the equivalent level of knowledge and experience 		<ul style="list-style-type: none"> ● Appropriate first aid training (<i>dependant on the school's needs</i>)
Other Requirements		
<ul style="list-style-type: none"> ● Enhanced DBS clearance ● To be committed to the school's policies and ethos ● To be committed to Continuing Professional Development ● Motivation to work with children and young people ● Ability to form and maintain appropriate relationships and personal boundaries with children and young people ● Emotional resilience in working with challenging behaviours and attitudes ● Ability to use authority and maintaining positive behaviour 		