

Behaviour Manager

37 Hours per week

GRADE 6 39 weeks

Required as soon as possible

Post Title: Behaviour Manager

Responsible to: Assistant Principal – Behaviour, Attitudes and Attendance

Main Purpose of the job

To support the college in managing and upholding systems for the effective handling of behaviour, sanctions and interventions. Students have a right to high quality and compassionate behaviour support. As a Catholic college, we prioritise the dignity of the individual. Therefore, forgiveness and respect are crucial; as are fresh chances to make better decisions, learn, improve and grow.

Duties and Responsibilities

- To support with the running of the Triage and behaviour room. This to include the management of student behaviour, reflection work, work development.
- To be a key feature of the school Patrol System. Supporting students' attendance to lesson, unpicking and resolving any barriers to learning.
- Provide pastoral support and guidance to students within the base and assist in their behavioural, emotional and social development.
- To manage and create a calm, working atmosphere with the minimum of disturbance and confrontation whilst applying the whole school expectations assertively and fairly.
- To undertake comprehensive assessments of students to
 - determine those in need of particular support and;
 - target personalised interventions.
- Challenge and motivate students within the internal inclusion setting as well as promote and reinforce self-esteem.
- Provide information and advice to enable students to make choices about their own behaviour.
- Provide feedback to students within the internal inclusion setting in relation to their progress, achievement, behaviour and attendance.
- Identify students who require reasonable adjustments to their curriculum provision in order to manage their behavioural needs.
- Liaise with the SENCO regarding students who require additional behaviour support and have SEND needs.
- Work collaboratively with other pastoral team members to identify and deliver targeted interventions for individuals or small groups.
- Support the management of the reintegration of students who have been either removed from normal lessons for a short period of time, or who have returned from a period of suspension due to a more serious incident.
- To organise and be responsible for internal inclusion and school detentions including the communication of detentions to students, parents and the pastoral team and being a lead for the management of detention rooms.
- In response to referrals made by the wider team, actively research appropriate interventions, activities, courses, organisations and individuals to provide support for students to more effectively manage their behaviour.

- Use specialist knowledge and/or experience to be responsible for the preparation of plans, resources and equipment to support students with identified behavioural needs.
- Support the Attendance Officer with the wider monitoring of punctuality to school.
- Liaise with subject leads to ensure work in Internal Inclusion is up to date and relevant for each curriculum area

Monitoring and Evaluation of Impact

- To work alongside the Heads of Year and Pastoral Leaders in the identification, development, planning and evaluation of intervention programmes such as Behaviour for Learning and Pastoral Support Plans.
- Monitor and evaluate students' responses and progress against action plans through lesson observation and planned record keeping.
- Utilise IT programs such as Arbor to aid continuous monitoring of progress.
- Responsible for dealing with correspondence, compilation of internal inclusion data analysis, reporting on attendance, exclusions and making phone calls etc. for those students in the base.
- To complete accurate, up to date progress logs for students referred to the pastoral team.
- To ensure that all records and case notes are kept up to date, distributed and filed in accordance with school procedures and that appropriate levels of confidentiality are maintained.

General

- To uphold the Catholic values and Mission of the college.
- To encourage students to interact and work co-operatively with others and engage all students in activities
- To take part in the annual professional development review for support staff being aware that job descriptions are subject to regular review
- To undertake any other duties which may be assigned to the post from time to time as directed by the Head of School.
- Work within the requirements of Data Protection at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue or concern.
- Remain vigilant to ensure all students are protected from potential harm.
- The post-holder will be expected to undertake any appropriate training provided by SJBCA or Stuart Bathurst Catholic High School to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place.

Contacts

Regular: Students, pastoral staff, teachers, parents/carers, administrative staff, external agencies.

Behaviour Manager

37 Hours per week

GRADE 6 39 weeks

Required as soon as possible

PERSON SPECIFICATION

	Essential	Desirable
Experience	<p>Previous experience of working with young people in a secondary setting</p> <p>Child protection/safeguarding in an appropriate setting</p> <p>Ability to establish appropriate and effective relationships with children and young people</p>	<p>Experience of working in roles within the social care sector</p> <p>Experience of working with a range of external agencies</p>
Qualifications/ Training	<p>Should possess at least level 3 qualifications or equivalent qualification with C or above in English and Math's at GCSE.</p>	<p>Specialist behaviour or social care qualifications and training.</p>
Personal and Professional Qualities	<p>Supportive of our Christian ethos</p> <p>Set high professional standards</p> <p>Excellent verbal and written skills</p> <p>Shows initiative and ability to prioritise own work and that of others to meet deadlines</p> <p>Able to work flexibly and adopt a hands-on approach</p> <p>A clear understanding of confidentiality</p> <p>Trustworthy and reliable</p> <p>Resilience and patience</p> <p>Calm under pressure</p> <p>Committed to own professional development opportunities.</p>	
Skills	<p>Use of initiative and excellent time management/prioritisation skills.</p> <p>Ability to lead or contribute well to staff and professional meetings</p> <p>Ability to work collaboratively in a multi professional team</p> <p>Ability to manage own time effectively</p> <p>Ability to prioritise own workload</p> <p>Maintain effective record keeping/management information systems.</p> <p>Communicate effectively with a wide range of audiences.</p>	<p>Practical and theoretical knowledge of behaviour management</p> <p>Counselling skills</p>