



MANOR HALL ACADEMY TRUST		
Post Title	REF	Grade
Positive Behaviour Support Officer	MHJD035	Grade 8

Statement of Purpose:

- Working under the line management of the Head teacher or their delegated senior leader, the post holder will lead the, coordination and implementation of school wide and individual positive behaviour management strategies.
- Improve the behaviour and well-being of students by developing approaches based on existing good practice in managing and supporting students with SEMH.
- To ensure that behaviour tracking systems are up to date and accurate.
- To fully contribute to the implementation of systems/management strategies which aim to reduce numbers of incidents as identified through the data analysis

Support for Pupils:

- To provide pastoral and academic support to pupils, including individual and small group mentoring
- To establish constructive relationships with parents/carers. To exchange information and facilitate support for their child's access to learning on and off site. To support school home and community links.
- To liaise effectively with the appropriate staff to ensure coordinated approach is in operation with parents and carers
- To take a lead role in the comprehensive assessment of pupils
- To assess pupils as required, liaising with colleagues as necessary, in order to develop and implement plans which address identified behavioural needs
- To support provision for pupils with additional special needs
- To establish a productive working relationship with pupils, acting as a positive role model
- To provide information and advice to enable pupils to make choices about their learning/behaviour/attendance
- To challenge and motivate pupils, promote and reinforce self-esteem
- To provide feedback to pupils in relation to progress, achievement, self-regulation strategies, behaviour, etc.
- To support with pupil inductions.

Support for Teachers/Support staff:

- To support pupils' access to learning using appropriate strategies, resources etc.
- Act as a point of contact for staff members with behaviour management concerns



- To monitor and evaluate pupils' responses and progress against action plans through observation and planned recording
- To provide objective and accurate feedback and reports as required, to other staff on pupil's achievement, progress and other matters, in line with the schools monitoring and evaluation cycle ensuring the availability of appropriate evidence.
- To manage the updating of behavioural/ incident records as agreed with the Head Teacher, contributing to reviews, reports and analysis of data
- To take a lead role in the development and implementation of appropriate behaviour management strategies and the behaviour management policy
- Manage behavioural record keeping systems and processes
- To undertake clerical/admin support as required e.g. dealing with correspondence, making phone calls, compilation/analysis/reporting on behaviour, attendance, exclusions etc.
- To implement and run agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- To be aware of and make links with a range of organisations/individuals who can offer activities, courses, which provide support for pupils broadening and enriching their learning
- To determine the need for, and use, specialist equipment, plans and resources which offer greater access to learning

Support for the School:

- To support the whole school approach to behaviour management, provide training around this and hold staff to account. To use school data systems to analyse behaviour trends.
- To assist the senior leadership team in raising expectations of behaviour, supporting classroom practice and enhancing provision to improve outcomes.
- Demonstrate an ability to effectively manage challenging behaviour and fully engage children in learning.
- To take a lead role in the developing of policies and procedures relating behaviour management. To comply and assist with health and safety, security, confidentiality and data protection. To report all concerns to an appropriate person
- To ensure all pupils have equal access to opportunities to learn and develop
- Write and review risk assessments and other documentation relating to pupils needs
- To contribute to the overall ethos/work/aims of the school
- To establish constructive relationships and communicate effectively with all stakeholders to support achievement and progress of pupils
- To attend and participate in regular meetings and feedback behavioural issues
- To participate in training and other learning activities as required
- To assist in the supervision, training and development of all staff as required
- To identify, organise, lead and supervise pupils on visits, trips and out of school activities as required
- To work closely with the SLT to support/lead outreach activities and programmes if required



- Represent teaching assistants on behavioural issues at teaching/management and other appropriate meetings

Professional Accountabilities

(This list is not exhaustive and should reflect the ethos of the school)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

In addition, they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.



Person Specification - Positive Behaviour Manager	
Essential Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none">• Experience of working with children of relevant age• Experience of working with pupils with SEMH or challenging behaviour• To have experience of behaviour tracking systems and understand the processes involved in their evaluation and review	AF/I
<p>Qualifications/Training</p> <ul style="list-style-type: none">• Very good numeracy/literacy skills equivalent to GCSE C/4 and above.• Higher Level Teaching Assistants status, degree or equivalent qualification (or be willing to train in) or experience• First aid training as appropriate (<i>desirable</i>)• To have (or be willing to train in) an accredited physical management strategy such as Team teach	AF/I
<p>Knowledge/Skills</p> <ul style="list-style-type: none">• To have good working knowledge and understanding of how to apply a range of behaviour management strategies to support both groups and individuals• Have an understanding of de-escalation techniques and calming strategies• Working knowledge of national curriculum and other relevant learning programmes• Can effectively use ICT to support learning• Good communication skills• Work constructively as part of a team• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation• Understanding of principles of child development and learning processes and in particular, barriers to learning and behaviour	AF/I



Behavioural Attributes

- Customer focused.
- 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 and blocks 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 service provision.
- Is adaptable to change/embraces and welcomes change.
- Acts with pace and urgency being energetic, enthusiastic and decisive.
- Communicates effectively.
- Has the ability to learn from experiences and challenges.
- 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.

AF/I

AF - Application form I - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***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 to use of authority and maintaining discipline.***