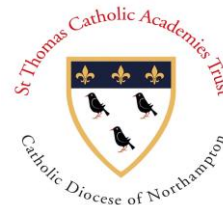


JOB DESCRIPTION

Job title	Behaviour and Inclusion Supervisor
Reporting to	Assistant Headteacher
Core Purpose	<p>To oversee the school's internal behaviour and inclusion provision, ensuring a calm, structured environment in which students can reflect on their behaviour, continue their learning and be successfully reintegrated into lessons.</p> <p>The role supports the school's behaviour strategy and promotes positive conduct, engagement and inclusion for all students. The significant responsibility of this role will be to ensure the effective day-to-day running of the behaviour provision and to support students in improving behaviour and engagement with learning.</p> <p>To mentor and support students who are struggling with behaviour, implementing targeted strategies to improve conduct, engagement, and attitudes to learning, while demonstrating measurable impact over time.</p>
Working pattern	<p>37 hours per week, Monday to Friday 7.30am to 3.30pm and 8.00am start on Wednesdays, with half an hour lunch break (unpaid).</p> <p>Term time only, plus 5 INSET days/school closure</p>
Key Tasks and Accountabilities	<p>Behaviour and Inclusion</p> <ul style="list-style-type: none"> • Supervise the day-to-day operation of the school's behaviour and inclusion provision • Manage students removed from lessons due to behaviour concerns, ensuring a calm and purposeful environment • Implement the school's behaviour policy consistently and fairly • Support students in reflecting on their behaviour and taking responsibility for their actions • Facilitate restorative conversations to support reintegration into lessons • Promote high expectations of behaviour at all times <p>Student Support and Achievement</p> <ul style="list-style-type: none"> • Ensure students complete work set by teaching staff while in the provision • Support students to remain engaged in learning and minimise disruption • Identify barriers to learning and support students in overcoming these • Monitor effort, engagement and progress • Encourage positive behaviour, attitudes and relationships



Monitoring and Communication

- Maintain accurate records of student attendance, behaviour incidents and outcomes
- Monitor behaviour patterns and report concerns
- Liaise with teaching staff to ensure work is provided
- Work closely with pastoral teams and senior leaders
- Contribute to reports as required

Safeguarding and Well-being

- Promote and safeguard the welfare of all students
- Act as a positive role model
- Support inclusion, equality and respect
- Follow health and safety procedures
- Use de-escalation strategies where required

Professional Responsibilities

- Work collaboratively with colleagues
- Participate in training and development
- Maintain confidentiality and professionalism
- Undertake other duties as directed

General

- Carry out any other duties commensurate with the job grade as requested by the Headteacher/Line Manager
- Actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.
- Maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.
- Fully comply with the Health and Safety at Work Act 1974 etc. the School's Health and Safety Policy and all locally agreed safe methods of work