

JOB DESCRIPTION	
Job Title	Behaviour Manager
Salary Scale	Grade 6
Hours of Work	37 hours per week – Term Time plus 3 weeks
Responsible to	Assistant Principal – Student Engagement

### VISION AND PURPOSE

This is a key post within the Academy which requires dedication and a highly efficient and responsible approach. It requires working closely with students, teaching staff and parents as well as with members of the Senior Leadership Team, as part of a whole Academy approach to behaviour management.

This post therefore calls for the ability to work on one's own and as part of the wider Academy. To use judgment and initiative and to be able to prioritise is essential in order to meet deadlines, carrying out all tasks and functions with discretion and confidentiality at all times. The ability to remain calm and controlled under the pressures of working in a very demanding and constantly changing environment is also imperative.

### ACCOUNTABLE FOR

Targeted support	<p>To manage the behaviour of pupils and work effectively with other staff, families and carers to overcome behavioural obstacles to learning.</p> <p>Lead the management of pupil behaviour. May be responsible for other obstacles to learning such as behaviour.</p> <p>Undertake the assessment of needs of individual pupils.</p> <p>Responsible for the supervision of individual or small groups of pupils to provide, advice, motivation and support on behaviour and welfare issues.</p> <p>Advise senior management team in the production and implementation of whole school plans, initiatives and strategies to improve pupil behaviour.</p> <p>Manage a caseload of pupils in improving their behaviour and learning.</p> <p>Monitor and evaluate pupil progress, including production of assessment reports.</p> <p>Manage the supervision of pupils excluded from school or following a different timetable.</p> <p>Support the re-integration of pupils back into school to help prevent future exclusions.</p> <p>Work with feeder school to ensure smooth transition of pupils between phases.</p>
Resources	May handle small amounts of cash for activities

Systems, policies and procedures	Develop practices to engage parental support in modifying unacceptable pupil behaviour. Adherence to safeguarding requirements as well as health and safety
Team involvement	May manage other support staff that provide support to pupils in and outside and classroom
Building professional relationships	<p>Liaise with external agencies to improve pupil behaviour.</p> <p>Liaise with parents/carers of excluded pupils to explain the reasons for exclusion and agree a way forward including procedures for a return to school.</p> <p>Provide advice and support to parents/carers of excluded pupils and/or those where there are significant behavioural concerns.</p> <p>Motivates parents/carers and pupils to improve their behaviour/attendance.</p> <p>Liaise with relevant senior management with regard to any safe-guarding concerns.</p> <p>Liaise with teaching staff to provide particular support to targeted pupils to raise achievement, behaviour and/or attendance and to help them overcome barriers to learning.</p>
Record keeping and information management	<p>Maintain case files of excluded pupils, recording contact with the pupil and their families and carers.</p> <p>Provide reports on the impact of behaviour intervention strategies and provide feedback on behaviour and attendance statistics.</p>
Problem solving and decision making	<p>Required to interpret complex information and situations and solve difficult problems and develop solutions.</p> <p>Access to line manager for serious problems.</p>
Knowledge, skills and experience	<p>Knowledge and skills equivalent to national qualifications at level 3 plus knowledge of procedures, practices and techniques for behaviour management.</p> <p>IT and keyboard skills</p> <p>Knowledge and compliance with policies and procedures relevant to health and safety and child protection</p>
Physical demands and working conditions	<p>Normal physical effort and may carry minor loads.</p> <p>Work is in a classroom or office environment but may sometimes involve home visits.</p>

- Respecting confidential issues linked to home/students/teacher/Academy work and to keep confidences as appropriate.
- Attend training sessions and meetings appropriate to the role, when requested by the Principal, Assistant Principal – Student Engagement or Director of Finance & Operations.
- To keep up to date with the Academy’s procedures for Safeguarding and Child Protection, reporting any concerns to the Senior Designated Person.
- To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine

All adults at Ormiston Victory Academy are expected to:

- Actively promote the academy's positive and inclusive ethos and values
- Subscribe to the priorities within the Academy Improvement Plan
- Play a full part in the life of the school community
- Comply with and promote the academy's corporate policies including, but not restricted to, Health and Safety
- Child Protection, Safeguarding and Data Protection
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

### **PERFORMANCE MANAGEMENT**

All employees will participate in the Academy's arrangements for performance management, professional development and any arrangements for quality assurance and internal verification.

### **CONTEXT**

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy and the priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

**Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy.**

<b>Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

***This job description will be subject to review and may be modified or amended at any time after consultation with the post holder.***