



JOB SPECIFICATION BEHAVIOUR SUPPORT MANAGER

Reports To: Senior Assistant Principal – Behaviour

Why	Job Summary - To manage the isolation area of the Academy so that an environment is provided that is purposeful for learning for the students that are accessing that area at any given time. - To ensure that the Academy's high expectations around student conduct are always enforced. - To support those students in addressing their behaviour and attitude and in doing so, liaise with the existing staff in the Academy.	
What	Main Responsibilities - To manage the day to day running of the isolation area, in line with the Academy aims, values and Behaviour Policy - To work with the Senior Assistant Principal and Deputy Principal for Behaviour to ensure that there are clear parameters for working and that they are communicated with staff and students - Ensure that protocols are adhered to in relation to recording and responding to behaviour incidents - To manage the collation, dissemination, and completion of student work in the isolation area - To liaise closely with the Assistant Principals regarding curriculum completion and delivery - To work with the Pupil Needs Board to ensure that all needs of students accessing the area are met - To ensure that appropriate contact is made home for students accessing the area - To maintain subject specific resources and ensure they are kept up to date by liaising with Assistant Principals - To maintain all area resources in good working condition so that students can access relevant material on and offline - Attend Pupil Needs Board and be prepared to update on any student progress necessary - Take part in all appropriate INSET as identified by the Trust and/or Academy - Any other duties deemed appropriate.	
How	<u>Competencies</u>	<u>Personal Attributes</u> (level expected when job is conducted to the required standard)
	Framework <i>Seeking to establish the framework and guiding principles; making a positive contribution to the ethos of the Trust.</i>	<u>Supports others to apply the Trust's ethos.</u>
		Know how to identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.
		Participates in Health & Safety working teams.
		Encourage individual and collective responsibility.
		Participate in a whole academy initiative.
		Disciplined, tenacious and pragmatic.
	Development <i>Monitoring, coaching, guiding and supporting teams and individuals setting examples of desired behaviours.</i>	Take responsibility for cascading to the department up to date knowledge and information about particular areas.
		Embedding practice ensures highly effective professional contribution across the academy.
		Give and receive effective feedback and act to improve personal performance.
	Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Has a basic understanding of supervision / managerial and business principles.
		Consults widely and may provide direction to achieve results.
		Encourages openness and honesty.
Does not apportion blame.		

Context		Fosters positive and productive relationships across the team in order to deliver.	
		Sets clear objectives and checking for understanding.	
	Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	Sets short term tasks (daily, weekly).	
		Contributes to plans for change.	
		Develops own effectiveness in role, adapting to changing priorities.	
	Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Ensures communication has met its purpose.	
		Presents complex information and concepts in a way that is simple and easy to understand.	
	Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Creatively focuses upon solving the problem using different techniques/ experience from other areas.	
		Responsible for proposing what decisions should be made within the team and what needs to be referred.	
		Collate, analyse and evaluate information within the scope of the role providing it for further analysis in a user-friendly format.	
		Deals with problems across departments to achieve resolution.	
	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
Context	Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	You will be required to travel to academies as necessary.
	Education, Qualifications and Experience (EQE)	- Educated to GCSE grade C standard in English and mathematics. - Experience working within a school environment - Experience with pastoral and/or behaviour support would be desirable	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
	Data Protection	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.