



## JOB DESCRIPTION

JOB TITLE	<b>Behaviour Support Manager</b>
PUBLICATION DATE	January 2026
POSTHOLDER'S SIGNATURE	
AUTHORISING OFFICER'S SIGNATURE	
REVIEWER	
REVIEW DATE	
STATUS	
SALARY	H5/6 depending on experience

## **RESPONSIBLE TO:**

Headteacher and on a day to day basis the Assistant Head in charge of Behaviour

## **MAIN RESPONSIBILITIES**

It is a responsibility of all staff to safeguard the welfare and rights both of students and colleagues. Staff should be conscious of their actions and their words and the impression and impact this may have. At Nobel we show respect to all regardless of gender, race, ethnicity, religion, orientation or age.

## **JOB PURPOSE**

To provide professional, confidential, administrative support to implement the Behaviour and Learning policy consistently and in line with the culture and ethos of the school.

## **PARTICULAR DUTIES AND RESPONSIBILITIES**

- Oversee the day-to-day operation of school isolation unit, “reflection”.
- Communicate effectively with students, all staff and parent(s)/carer(s) as required.
- Review and analyse behaviour data to identify trends and inform interventions.
- Generate and maintain accurate paperwork and reports to monitor the impact of interventions put in place, which will be guided by the relevant Senior Leader and in line with the School Improvement Plan.
- Implement strategies to support students to reduce behaviour incidents.
- Collaborate with teaching staff and senior leaders to ensure consistent behaviour management practices.
- Ensure compliance with safeguarding and school policies at all times.
- Carry out any other tasks that need doing and be prepared to help out in any way that benefits pupils and the department
- To ensure all matters are treated with the utmost professionalism, maintaining high standards of discretion and confidentiality at all times.

### Alternative Provision

- To coordinate the communication from external providers for the relevant Senior Leader.
- Communicate to all staff the sessions being provided, students affected and locations/dates/times to be communicated.
- Confirm and retain parental consent for students attending on and off-site provision.
- Organise transportation as required.
- Attend meetings with, or in place of the relevant Senior Leader to identify suitable additional services to offer.
- Confirm invoices are accurate and inform the finance manager where changes are required.

### Students

- Meet and greet the students for reflection and set expectations for the day.
- Monitor and inform MLT/SLT of concerns with students failing to meet expectations.
- Monitor and encourage attendance, punctuality, and engagement in reflection.
- Support students with behavioural challenges, implementing agreed strategies.
- Communicate effectively with parents/carers regarding student progress and concerns.
- Work closely with teaching staff, Heads of Year, and the CTL/Pastoral Teams to provide consistency.
- Maintain accurate records of interventions and outcomes.
- Contribute to the development of personalised plans for students with additional needs.

### Data

- Extract and validate data from MIS (Arbor) systems and other sources.
- Analyse behaviour, attendance, and attainment data to identify patterns and trends of students on support plans.
- Contribute to reports for SLT, Heads of Year, and Governors.
- Support intervention planning by providing evidence-based insights.
- Maintain data integrity and ensure compliance with GDPR and safeguarding requirements.
- Implement routine reporting processes (where possible) and with support from line manager.
- Collaborate with pastoral and academic teams to interpret findings and recommend actions.
- Excellent verbal and written communication skills.

### Communication

- Ability to adapt messages for different audiences (parents, students, staff).
- Strong organisational skills and attention to detail.
- Proficiency in Microsoft Office and communication platforms.
- Understanding of safeguarding and GDPR requirements.

### **NOTES:**

The post is 37 hours per week term-time only, plus two INSET days.

Indicative working hours: 8:00am - 4.00pm

**Person Specification: Behaviour Support Manager**

<b>Essential</b>	<b>Desirable</b>
<b>SKILLS AND EXPERIENCE</b>	
GCSE Maths/English minimum grade C, or equivalent.	Evidence of further study
Good IT skills (document formatting in MS Word; knowledge of basic formulas in Excel)	Training in Arbor or equivalent Information Management Software
Ability to form positive relationships with students, staff and parents/carers	
Possessing skills to communicate with challenging families	
Dependability and very good organisational skills.	Awareness of keeping children safe, healthy lifestyles and good mental health
Strong verbal written communication skills.	Knowledge of General Data Protection Regulations
Ability to maintain a high work rate and manage multiple tasks and priorities	Relevant behaviour administration training
Previous experience of working with students/staff in a mixed comprehensive school	Experience supporting behaviour in a team with administrative tasks
<b>PERSONAL QUALITIES</b>	
Collegiate and supportive approach to working in a team.	Perseverance.
Ability to respond calmly and courteously in the face of challenge.	
Ability to establish good relationships with pupils, parents and staff.	
Commitment to the success of our students.	
Enthusiasm and good sense of humour.	
Professional discretion.	
Flexibility.	