



## Job Description – Behaviour Coordinator

<b>Job Role:</b>	<b>Behaviour Coordinator</b>
<b>Reporting to:</b>	<b>Behaviour Manager / Assistant Principal - Behaviour</b>
<b>Hours of work:</b>	<b>37 per week, term time + 2 days</b>
<b>Salary:</b>	<b>Grade 7</b>

### Job Purpose

- To be responsible to the Behaviour Manager for the management of students using efficient and effective behaviour strategies, providing a confidential, administrative, pastoral and community liaison function.

### Safeguarding

- Take responsibility for promoting and safeguarding the welfare of children and young people within the school, always upholding the College's policies in respect of Safeguarding and Child Protection.

### Catholic Life

- To support and uphold the Catholic ethos and practices of the school, attending and engaging in activities as appropriate.

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### Key areas:

1. Management
2. Student Welfare
3. The Community
4. Extra-curricular Development
5. Miscellaneous

### Duties and Responsibilities

#### 1. Management

- 1.1 To play a key role in developing and implementing the vision for Inclusion, Reflection, and behaviour management in the school.
- 1.2 To assist with the day-to-day management of the “on-call” system and detention system.
- 1.3 To maintain a high profile around the school to ensure that appropriate student behaviour is maintained.
- 1.4 To liaise with Achievement Coordinators and Faculty Leaders regarding patterns of student behaviour.
- 1.5 To work closely with the Senior Leadership Team, Achievement Coordinators and Faculty Leaders to reduce “fixed-term” suspensions.
- 1.6 To liaise with parents in relation to the College's behaviour system and policy.



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- 1.7 To conduct investigations, as requested, into breaches of the Positive Discipline Policy by students, collating statements, making recommendations.
- 1.8 To liaise with the multi-agency team and to assist in identifying provision for students for whom an alternative curriculum would be more appropriate.
- 1.9 To encourage high levels of expectations in students.
- 1.10 To assist in the creation and publication of the daily detention register.
- 1.11 To attend pastoral meetings with the pastoral team and exchange information about students.
- 1.12 To coordinate the issue of praise postcards/letters to parents etc, where required.
- 1.13 To administer the detention lists.
- 1.14 To maintain records of interventions with students, meetings with parents and external agencies.
- 1.15 To contact parents as appropriate as a result of investigations regarding threats, violence, bullying and update SIMS accordingly.
- 1.16 To pass information regarding possible tensions within college to the line manager/another senior member of staff available.
- 1.17 To monitor student behaviour at break and lunchtime and other times of the college day, as required.
- 1.18 To provide input to the Behaviour Manager to identify strengths and weaknesses of the implementation of the behaviour system.

## **2. Student Welfare**

- 2.1 Responsible for discussing sensitive issues with parents/carers in regard to behaviour, uniform, equipment or attendance etc.
- 2.2 To observe the College's Child Protection procedures.
- 2.3 To liaise with the Behaviour Manager regarding specific students, discussing behaviour and share information as necessary/appropriate.
- 2.4 To promote positive behaviour management by modelling and suggesting strategies which support the improvement of behaviour in the College.
- 2.5 To maintain regular contact with parents/carers of students needing extra support to keep them informed of their child's needs and progress, and to secure positive family support and involvement, organise meetings with external agencies where the students' needs are not being met, when appropriate.

## **3. The Community**

- 3.1 To ensure effective dialogue with parents in accordance with school policies and ensure effective associated recording.



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3.2 To maintain a dialogue with support services, advisory staff and the communities that serve the school, as needed, in relation to behaviour management.

### **4. Extra-curricular development**

4.1 To promote the provision of after-school/co-curricular activities for students.

### **5. Miscellaneous**

5.1 To ensure that you take care of your own Health and Safety and that of your colleagues in line with the College's Health & Safety policy.

5.2 To undertake any other duties as may reasonably be required by your line manager.

5.3 To play a full part in the life of the school community supporting its distinctive mission and ethos actively promoting its policies and practices.

5.4 To play a part in marketing and other liaison activities such as Open Evenings and Parents' Evenings and other similar events, as appropriate.

5.5 To contribute positively to effective working relations within the school by attending all appropriate meetings.

5.6 To engage actively in the Performance Management Review process.

5.7 To participate in the College's Staff Development Programme by attending the first Inset Day at the start of the academic year, and meetings and opportunities for further training and professional development as outlined in your Performance Review and whole school training plan.

5.8 To carry out your duties in accordance with the School's Equal Opportunities policy.