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**ALL SAINTS CATHOLIC COLLEGE**

**JOB DESCRIPTION: BEHAVIOUR FOR LEARNING COORDINATOR**

# Section: Behaviour

**Responsible to:** Behaviour for Learning Manager

**Responsible for:** To ensure the behaviour system is adhered to and to monitor student welfare.

# Salary Grade: Grade 7

**PURPOSE OF THE POST:**

To be responsible to the BfL Manager for the management of students using efficient and effective

Behaviour for Learning strategies, providing a confidential, administrative, pastoral and community

liaison function.

**KEY AREAS:**

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

**DUTIES AND RESPONSIBILITIES:**

# 1 Management

* 1. To play a key role in developing and implementing the vision for Inclusion, and behaviour

management in the school.

* 1. To assist with the day-to-day management of the “on-call” system and detention system.
  2. To maintain a high profile around the school to ensure that appropriate student behaviour is

maintained.

* 1. To liaise with Achievement Coordinators and Faculty Leads regarding patterns of student

behaviour.

* 1. To work closely with the Senior Leadership Team, Achievement Coordinators and Faculty

Leads to reduce “fixed-term” exclusions.

* 1. To liaise with parents in relation to the Behaviour for Learning system and policy.

1.7 To conduct investigations, as requested, into breaches of the BfL Policy by students, collating

statements, making recommendations.

* 1. 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 co-ordinate the issue of praise postcards/letters to parents, where required.

1.13 To administer the detention lists: standards and C3/red card.

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 school to line manager.

1.17 To monitor the “one-way system” in corridors daily.

1.18 To consider appeals made by students regarding C3s and liaise with staff as appropriate.

1.19 To monitor student behaviour at break and lunchtime as required around school.

1.20 To provide input to the BfL Manager to identify strengths and weaknesses of the

implementation of Behaviour for Learning.

# 2 Student welfare

2.1 Responsible for discussing sensitive issues with parents/carers as regards behaviour,

uniform, equipment or attendance etc.

2.2 To observe the school’s Child Protection procedures.

2.3 To liaise with the Behaviour for Learning 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 school.

2.5 To maintain regular contact with parents/carers of students needing extra support to

keep informed of their child’s needs and progress and to secure positive family support

and involvement, organise CAFs where the students’ needs are not being met.

# 3 The Community

3.1 To ensure effective dialogue with parents in accordance with school policies and ensure

effective associated recording.

3.2 To maintain a dialogue with the support services, advisory staff and the communities that

serve the school as related to behaviour management.

**4 Extra-Curricular Activities**

4.1 To promote the provision of extra-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 School’s Health and 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 work as a member of a designated team and 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 school’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.