



Job Description

Job Title:		Behaviour Inclusion Support (BIS) Manager			
School:		St Hild's Church of England School			
JE Code:	A5458	Evaluation:	539	Grade:	Band 12
Date:	February 2026		Status:	Final	
Job purpose:		<ul style="list-style-type: none"> • To coordinate inclusive and effective provision for pupils who are accessing the BIS due to behavioural support, internal exclusion or enhanced reintegration following suspension. • To foster a relational and restorative environment within the BIS for all pupils and staff. • To manage and organise the workstreams for all staff associated with the BIS. • To deliver whole school staff training around behaviour inclusion support • To oversee the work of pupils who are accessing the BIS. • To liaise with the outside agencies that work with pupils of St Hild's Church of England School at the BIS to ensure they achieve good outcomes for all pupils. • To ensure that the emotional health and well-being of all pupils accessing the BIS is looked after and supported by all at St Hild's Church of England School. 			

General

1. To carry out the professional duties of Behaviour Inclusion Support (BIS) Manager as set out in this document.
2. As a member of the St Hild's Church of England School wider leadership team, to lead the day-to-day management and development of the BIS and lead, motivate and inspire pupils, staff, parents and the wider community.
3. Uphold the ethos, policies and practices of the school

Main responsibilities

1. To work with identified pupils as directed by the Deputy Headteacher (Pastoral) to ensure they are engaged in their learning at St Hild's Church of England School

2. To record and analyse data regarding pupils accessing the BIS
3. To manage and organise the workstreams for all staff associated with the BIS
4. To liaise with parents/carers and outside agencies in the way they work with and support students of St Hild's Church of England School in their BIS placement
5. Plan, deliver and oversee others in providing individualised programs of support for students in the BIS to develop their emotional literacy, enabling them to make progress and achieve high outcomes
6. Deliver whole school staff training around behaviour inclusion support

Support for Students

1. Receive and supervise pupils allocated to the BIS
2. To monitor and track behaviour and attendance data within the BIS and ensure actions are taken by the appropriate member of staff in relation to the behaviour shown.
3. To take a lead in the comprehensive assessment of students to determine those in need of particular help
4. Support provision for students with Special Educational Needs and Disabilities
5. Identification of pupil needs and undertake initial assessment of those pupils requiring extra support within the area of Mental Health
6. Establish productive working relationships with students, acting as a role model
7. Provide information and advice to enable students to make choices about their own learning/behaviour/attendance
8. Challenge and motivate students, promote and reinforce self-esteem
9. Liaise with teaching staff to assess and provide particular support to targeted pupils to raise achievement and enable them to overcome barriers to learning
10. Provide feedback to students and parents/carers in relation to progress, achievement, behaviour and attendance
11. Oversee programs of support to small groups of students in the BIS to develop social and friendship skills.
12. Identification of pupil needs and undertake initial assessment of those pupils requiring extra support within the area of Mental Health

Trust responsibilities:

1. Work to fulfil the vision and values of the trust.

2. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
3. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
4. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
5. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
6. Participate in appraisal, training and development and other activities that contribute to performance management.
7. Attend and participate in regular team and 1:1 meetings.

St Hild's Church of England School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date of issue but will be reviewed on an annual basis, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.