

JOB DESCRIPTION



<u>Department:</u>	Centre for Student Intervention (CSI)
<u>Job Title:</u>	Behaviour Intervention Manager
<u>Responsible to:</u>	Vice Principal, Behaviour and Attitude for all matters
Responsible for:	The support and supervision of all staff delivering pastoral interventions to students.
<u>Grade:</u>	NJC points 24 to 27

Overall Purpose of the Job:

To take a lead role in managing and delivering pastoral support and intervention to students within the school and to carry out such other associated duties as are reasonably assigned by the Head of School.

Hours of Work

The post is offered as full-time during school term time only (plus 3 weeks). Normal duty hours for this post will be 37 per week. In any working day a 30 minute lunch break is allowed for.

Summary of the main aspects of the post

STUDENT BEHAVIOUR, PERSONAL DEVELOPMENT AND SAFETY

- Assess specific student strengths and areas for development, so that focussed individualised plans of support can be created and implemented.
- Working with multi-agency professionals, and Mentors, ensure action plans are drawn up and implemented, enabling students to engage in opportunities and experiences provided by the school and outside agencies, and so that students make progress in their social and emotional capacity.
- Ensure that appropriate staff delivering pastoral interventions have appropriate structured support and CPD.

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- Manage the supervision of students excluded from, or otherwise not working to a normal timetable.
- Assist classroom-based colleagues with the development and implementation of Individual Education/Behaviour/Pastoral Support/Mentoring plans.
- Manage and monitor the impact of pastoral interventions
- Establish productive working relationships with all students, acting as a role model and setting high expectations.
- Take a lead role in the development and implementation of appropriate behaviour management strategies.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents and encouraging students to take responsibility for their own behaviour in line with established school policy.
- Take a lead role in the development, implementation and monitoring of systems relating to behaviour and pastoral care.
- Challenge and motivate students, promoting and reinforcing self-esteem and the school values.
- To communicate and consult with parents over pastoral issues.
- Support student' access to learning using appropriate strategies and resources
- Ensure that all School child protection policies are adhered to and concerns are raised in accordance with these policies
- To ensure the Behaviour Management system is implemented across the school in order to enable effective learning to take place.
- Provide administrative support e.g. dealing with correspondence, compilation / analysis / reporting on behaviour incidents, exclusions etc., making phone calls etc.

LEADERSHIP, MANAGEMENT AND SUPERVISION:

- Line manage any pastoral/behaviour mentors working alongside the behaviour liaison officer, ensuring maximised participation and attendance.
- Collaborate with the deputy designated safeguarding lead, to evaluate Referrals from High Schools and other bodies.
- To carry out Behaviour for Learning walks, writing reports for SLT with recommendations for all staff
- To collaborate with the behaviour liaison officer to ensure robust anti-bullying and e-safety systems are in place and effective support given to students
- To liaise with and integrate with work of relevant SLT members in relation to mental health and wellbeing plans and strategies
- To co-ordinate and take day-to-day responsibility for the organisation and management of staff and resources involved in the referral area.

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- To oversee, under the direction of the Vice Principal (Behaviour and Attitudes), all aspects of appraisal within the behaviour/pastoral team.
- To co-ordinate, plan and potentially lead in-service training for the above purposes.
- To lead, support and develop staff through effective training and guidance; prompting staff to develop their interest and understanding of behaviour strategies and pastoral care systems.
- To review the teams practices and documentation regularly with all team members to ensure that both of these support the School's priorities and deliver an appropriate environment for learning.
- To collaborate with the Vice Principal for behaviour and attitudes in maintaining appropriate behaviour policies which link effectively to school policies.
- To promote and maintain the ethos and values of the school.
- To review data relating to student behaviour, isolation and exclusions and make recommendations for system improvement
- To create a positive, supportive and productive working environment for both staff and students
- To take part in recruitment and selection processes as required

ENGAGEMENT AND THE WIDER COMMUNITY:

- To attend appropriate meetings to share good practice within the school.
- To participate in all relevant meetings and undertake supervision and cover duties as required.
- To contribute to other aspects of the operation of the school
- Act as a role model in all aspects of School life

This job description is current at the date below but will be reviewed on an annual basis and, 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.

September 2023

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