

Job Description

Job Title: Behaviour Lead

Location: Norwich Primary Academy

Job title	Behaviour Lead
Salary Scale	Support Scale F
Hours of Work	Full time - 37 hours per week
Weeks Worked	Term Time + 3 (41 weeks)
Responsible to	Vice Principal
Location	Norwich Primary Academy

Main purpose of the role

- To support and supervise the team of staff overseeing behaviour within the school. To provide immediate support for behavioural incidents which take place. To work with all stakeholders to improve individual children's behaviour with preventative strategies.

Organisational relationships

- Responsible to the Vice Principal.
- Works with members of the Behaviour Team and the Principal – Whole Academy Behaviour for Learning on a day to day basis.
- Liaises with the Assistant Principal, teachers and other support staff including education specialists and parents/carers

Principal accountabilities and responsibilities

Principal accountabilities and responsibilities	<ul style="list-style-type: none"> • As directed by the Vice Principal. • To work with parents and teachers to create strategic plans for improvements in individual children's behaviour. • To manage the behaviour team to ensure preventative strategies are in place. • To liaise with parents and external agencies to ensure support is in place for individual children. • To ensure that the Reflection Room is overseen by the behaviour mentor and has a calm working atmosphere, that the behaviour of students in the room is in line with the behaviour expected in the wider Academy and that incidents of disruption in this area are dealt with swiftly. • To contribute to and monitor the school's internal exclusion records, identifying patterns and alerting staff of any concerns. • To contribute to the school's pastoral and rewards policies as required. • To take part in the school's Inset programme. • To implement and actively support the school's Behaviour for Learning Policy. • To observe and report on individual student's behaviours for learning whilst in the Reflection Room and when requested to do so in lessons by the Principal. • To attend regular meetings to report on the number, gender, Year, reasons for internal exclusion and behaviour of students in the Reflection Room
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	<ul style="list-style-type: none"> To attend regular meetings with the Principal – Whole Academy Behaviour for Learning
Support for Students	<ul style="list-style-type: none"> To create personalised support plans for individual students with the aim of improving their behaviour. To respond to behavioural incidents where needed within school. To line manage the behaviour team to ensure approaches such as Trauma Informed, ELSA and therapeutic approaches are actively used and having the desired impact.
Support for Teachers	<ul style="list-style-type: none"> To ensure that the Academy's procedures and protocols relating to behaviour are promoted and modelled by establishing and maintaining a clear framework and expectations for behaviour and discipline within the Reflection Room. To provide CPD for teaching staff on the behaviour policy, where required. To provide evidence of internal exclusions as and when required for governor's discipline panel meetings, return to school interviews or meetings with parents. To update and maintain records of internal exclusions and provide regular reports for the Principal
Support for the Academy	<ul style="list-style-type: none"> To maintain standards of good behaviour and model expected working practices at all times. To assist in the development of Academy policies and procedures relating to behaviour when requested to do so. To undertake other similar duties and activities within the grade and scope of the post as directed by the Principal.

Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the

post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spend” under the provisions of the Act.

Person Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good numeracy/literacy skills • Minimum GCSE English (grade C or above) or equivalent 	<ul style="list-style-type: none"> • First Aid training/training in specific medical Procedures
Experience and understanding	<ul style="list-style-type: none"> • Experience and understanding of working with students of Primary Age (4 -11) • Experience of working with and supporting students with additional needs • Ability to evaluate student's behaviour and understand a variety of techniques to de-escalate situations where students behave in challenging ways • Basic understanding of child development and Learning • General understanding of National Curriculum and other basic learning programmes 	<ul style="list-style-type: none"> • Understanding classroom roles and responsibilities and own position within these • Knowledge of relevant policies/codes of practice and awareness of legislation • Understanding of barriers to learning that students encounter and appropriate responses to reduce these
Skills	<ul style="list-style-type: none"> • Ability to relate well to students and adults • Work effectively independently and as part of a team 	<ul style="list-style-type: none"> • Use of basic technology – photocopier, DVD/Video, Computer

	<ul style="list-style-type: none"> • Willing to participate in development and training opportunities • Actively support the Academy's Behaviour Policy • Self-motivated 	
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Signature

Date

Name