**JOB DESCRIPTION**

**JOB TITLE: Behaviour Lead Officer (BLO)**

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| **Purpose:** | * To support the implementation of the school’s Behaviour Management Policy through the provision and protocols of the Reintegration Room (RR) in coordination with the Senior Progress Coordinators and Year Lead – Progress Coordinators (strategic oversight – DHT). * To provide targeted provision and supervision for students in line with the school’s improvement priorities for students whose progress and attainment are being impacted by engagement and behaviour issues. * To be responsible for curriculum and behaviour support and maintaining up-to-date accurate monitoring and analysis relating to behaviour provision and interventions within the RR and restorative support back to mainstream school. * To provide supervision and administrative provision in the implementation of the behaviour management policy for the school, including school detentions, internal exclusions and the punctuality strategy. * To work seamlessly and effectively as part of a wider team of student support that includes the Hub (Adapted Curriculum), “CHoiceS” (Internal APS) and other student support services. |
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| **Reporting to:** | Senior Progress Coordinators - deployment  Year Lead – Progress Coordinators - day to day management / student related issues  Deputy Headteacher |
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| **Responsible for:** | Implementing the day to day running of the Chosen Hill School’s RR provision alongside the punctuality and detention systems. |
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| **Liaising with:** | Students  Senior Progress Coordinators  Year Lead – Progress Coordinators  Staff  Students and Parents / Carers  Visitors and external agencies |
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| **Working Time:** | 37 hours a week  Term time only  Equivalent to 38 weeks |
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| **Salary/Grade:** | Grade 6,  Points 13 (£29,064) to 20 (£32,597)  Pro-rata: £24,441 to £27,381 |
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| **Disclosure level** | All positions are subject to an enhanced DBS check as standard practice |
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| **Date** | September, 2025 |

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| **MAIN (CORE) DUTIES**  **The specific duties and responsibilities pertaining to the Behaviour Lead Officer (BLO) are to be read in conjunction with the School’s Attendance Policy, Behaviour Management Policy and related Protocols which should be complied with at all times.** | |
| **Provision for Students** | * To monitor behaviour of designated students across year groups alongside the Senior Progress Coordinators and Year Leads and make positive provision as directed. * To supervise students in the Reintegration Room and provide students with appropriate curriculum study materials. * To liaise with the DHT and Senior Progress Coordinators in the scheduling and supervision of internal exclusions and the extended school day * To communicate through “Class Charts” scheduled internal exclusions and the extended school day with students, staff and parents keeping an electronic record of internal exclusions served. * To support the Disruptive Free Learning (DFL) provision and 111 rota by receiving students who have been removed from a lesson, allowing take-up time where necessary, supporting reflection, maintaining a supportive and orderly environment where students can successfully complete the curriculum offer. * To note and communicate behaviours that are affecting students’ performance at school with relevant staff in order to help the student maintain curriculum progress. * To help contribute RR provision to student “My Plans – behaviour” and provide data to relevant staff who are monitoring their success. * To promote the positive behaviours for learning for all students. * To contribute to the adoption of behaviour management best practice within the RR and more widely in coordination with Year Leads and Senior Progress Coordinators. * To develop systems and monitor and report on agreed student behaviour data as relevant to the RR and in harmony with “Class Charts” , including day to day conduct data and termly and annual data. * To oversee the upper delta school entrance every morning, welcoming students, logging any later to school, speaking to them about this and making referrals into the school detention system. * To schedule and supervise detentions and intervene with students who do not attend. * To communicate scheduled detentions with students, staff and parents. * To articulate and implement the school’s behaviour expectations and dress codes with all students and their parents in the year group and across the school. * To ensure the maintenance of accurate and up to date student information on “Class Charts” and the school’s management information system. |
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| **Inter-Agency Working** | * To provide timely and accurate information for external agencies as appropriate. |
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| **Restorative Practice** | * To support restorative practice and students’ behaviour reflection in the RR. * To extend that support into mainstream with students mentoring and lesson drop-in. * To oversee staff/ student restorative conversations to ensure these are completed before reintegration back to mainstream. |
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| **Administration** | * To ensure that all paperwork linked to protocols and procedures are implemented and undertaken in line with policy and senior staff direction; * To undertake any other appropriate duties, as requested by the school, to assist with the efficient running of the School’s support services. |
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| **Essential Skills & Qualification** | * Experience of working in an educational setting with students * Experience of working with students who display challenging behaviours * Demonstrable experience of working with young people and families * An understanding of the specialist support services available to young people from the local authority * Experience of trouble shooting pastoral issues in a relevant setting * Good working knowledge and understanding of IT and ability to use word-processing, spreadsheet and database software * An inherent ability to show support and kindness whilst maintaining assertiveness and consistency in implementing behaviour standards in line with school policies and protocols * Other relevant experience of working in the police, youth offending or health sector that would demonstrate an ability to inspire young people (desirable) * Behaviour management training (desirable) * Has a thorough understanding of child protection legislation and trained in child protection issues (desirable) * Has attended a range of relevant training courses to develop own knowledge of issues affecting young people and best practice in the management of these issues (desirable) * Experience of working in a multi-agency setting (desirable) * Holds First aid at work qualification or willingness to undergo first aid training. (desirable) * Holds qualification to drive a minibus or willingness to undergo minibus training. (desirable) |
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| **Essential personal attributes** | * Ability to work within and apply clear protocols and procedures * Ability to remain clear thinking and calm under pressure * Ability to work as part of a team * Ability to work on own initiative and with resilience. * Self-motivating with the ability to multi-task * Good interpersonal skills - the ability to enthuse and motivate others. * Good interpersonal skills - ability to work with people at all levels – respectful of difference * To flexible and adaptable in working practices |
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| **Practical Skills** | * Ability to communicate with young people, both individually and in a group setting; * Ability to motivate and engage young people to address the difficulties they are experiencing at home/school that affect their ability/willingness to learn; * Ability to assess the needs of young people and to work with other staff and to formulate packages of support; * Able to build constructive relationships with parents and carers; * Able to develop and maintain close links and work effectively with staff in the wider school; * Able to gather information, analyse data and produce reports; * Confident user of ICT and willingness to work with new IT packages. * Good planning and organisational skills and a flexible approach to the management of work. * Excellent communication skills both written and oral; * Ability to prioritise own workload |
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| **Staff Development** | * To take part in the school’s staff development programme by participating in arrangements for further training and professional development. * To continue personal development in the relevant areas including subject knowledge and teaching methods. * To engage actively in the Performance Management Review process. |
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| **EMPLOYEE RESPONSIBILITIES:**   * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * To promote actively the school’s corporate policies. * To comply with the school’s Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate. * To comply with the School’s Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post. * To comply with the School’s Data Protection Policy and Code of Practice within the service area of the post. * To support the school in meeting its legal requirements for worship. * To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements. * Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers. * Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. * Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. * The 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. | |
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| **HEALTH AND SAFETY**  To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.  Chosen Hill School operates a No Smoking policy. | |
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| **SPECIAL CONDITIONS**  This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.  Some flexibility in the pattern of hours worked is required with a willingness to potentially undertake working outside of the normal daily hours to meet the school needs.  The actual dates that the “plus days” attached to this position will be worked should be agreed following discussion and agreement with the Line Manager.  Chosen Hill School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. | |
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| **VERIFICATION**  I agree that this job description conveys an accurate description of this job.  **Agreed** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Postholder) **Date**: \_\_\_\_\_\_\_\_\_\_  **Agreed** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Line Manager) **Date** : \_\_\_\_\_\_\_\_\_\_  **Agreed** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Headteacher) **Date** : \_\_\_\_\_\_\_\_\_\_ | |

**September, 2025**