

Part A - Grade & Structure Information

Job Family Code	6BF	Role Title	Behaviour Manager
Grade	S6	Reports to (role title)	Assistant Headteacher
JE Band	192-227	School	Esher C of E High School
		Date Role Profile created	July 2024

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs

To oversee and coordinate our Focus Room (internal suspension). To report on student behaviour data, including whole school and identified sub-group trends, coordinate intervention strategies to decrease repeat incidents, coordinate student support and pastoral support plans.

Key deliverables include:

Behaviour

- Setting up and starting all students for the day in the focus room
- Coordinating work requests to provide students with appropriate learning for the day out of circulation.
- Ensuring student focus room records are accurate and up to date. Monitor students repeat occurrences and alerting HOY and SLT.
- Analyse data to produce reports and information when required.
- Manage the detention list for late to lesson at lunch and after school detentions. Ensuring accurate records, implementing any escalation and communicating this to HOYs.
- Coordinate, record and monitor the impact of agreed interventions/support strategies for identified students and sub-groups, in collaboration with Head of Year, and Assistant Headteacher. Communicate actions with relevant staff and parents.
- Liaise with other schools, SCC and other agencies to further develop good practice in promoting student behaviour.

	<ul style="list-style-type: none"> • Directed off site provision (previously managed moves) – liaises with the other schools, setting up meetings as directed by Line Manager. • Pastoral and Student Support Plan – assists in the creation of S/PSPs gather information from teachers, set up / co-ordinate meetings. On occasion support in the review meetings taking notes. • Ensure that there is coverage for the Focus Room from within the pastoral team to cover lunch breaks. • Support the investigation of high level Serious Incidents
Enlighten Learning Trust Work Context and Generic Responsibilities	<p>This role is based at Esher C of E High School part of Enlighten Learning Trust.</p> <p>Enlighten Learning Trust expects all its staff to:</p> <ul style="list-style-type: none"> • Maintain confidentiality in and outside of the workplace • Be pro-active in matters relating to health and safety and report accidents as required • Support the aims and ethos of the Trust setting a good example in terms of dress, behaviour, punctuality and attendance • To carry out all such other duties as the SLT or your line manager may reasonably direct; this may include the invigilation of exams
Line management responsibility if applicable	N/A
Budget responsibility if applicable	N/A
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Provide and manipulate data for statistical purposes and run and present standard reports. • Prepare and despatch a range of correspondence/documents to facilitate efficient response to enquiries and timely conclusion of any process connected with the defined area of activity. <p>Service Delivery</p> <ul style="list-style-type: none"> • Deliver a range of administrative and/or customer/consultancy services in support of existing systems or processes to agreed standards, to maximise service quality and continuity. • Receive and respond to everyday enquiries from colleagues and customers to provide a timely, courteous and effective service. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Support a group of senior staff/service team, ensuring confidentiality, and assisting in the effective organisation of internal/ external meetings and activities to support a high standard of office organisation. • Plan and prioritise own week-to-week work activities, to ensure operational efficiency. Refer to more senior colleagues for prioritisation of non-standard work.

	<p>Finance/Resource Management</p> <ul style="list-style-type: none"> • Follow established ordering procedures to ensure adequate resources are available. <p>Work with others</p> <ul style="list-style-type: none"> • Maintain a network of contacts, knowing who to liaise with on key issues to report on and resolve issues. • Communicate and liaise with service users and/or external contacts, usually through established routine connections as own section of work requires. <p>People Management</p> <ul style="list-style-type: none"> • Guide junior staff in duties to facilitate their development and ensure routines observed. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<p>Minimum 5 GCSEs at Grade C or above, or equivalent, or able to evidence ability at an equivalent level.</p> <ul style="list-style-type: none"> • Relevant HR, management, communication, business administration or financial qualification to NVQ Level 2/3, or able to evidence knowledge/understanding of relevant discipline. • Familiar with one or more of the specific processes used in the relevant discipline. • Ability to apply relevant health and safety, equality and diversity, and other County/Service policies and procedures. • Competent in a range of IT tools. • Ability to work with others to achieve objectives and improve customer service. • Good written and oral communication skills with the ability to build sound relationships with customers. • Good administrative /organisational and analytical skills. • Ability to prioritise and plan own workload in the context of conflicting priorities and work on own initiative. • A methodical approach to information gathering, recording and reporting. • Previous relevant work experience. • Experience of maintaining business processes and systems. • Ability to guide and support less experienced or more junior colleagues (for some roles).
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). Enlighten Learning Trust is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>

	<ul style="list-style-type: none"> • Experience of working within a school or similar setting. • Excellent interpersonal, organisational and communication skills.
Role Summary	<p>Roles at this level provide a business support service as part of a specific service or service team. They will carry out a range of administrative tasks using knowledge of general office routines and procedures, together with a broad understanding of the department and how the tasks directly support the service or service team. The work is within established processes and procedures and while it may not be subject to direct supervision, guidance is readily available. They will be expected to organise their own workload and set their own priorities within short, e.g. day-to-day or week-to-week timescales, usually reacting to clear deadlines or processes. They support more senior staff by executing the detailed processes in specific aspects of business, financial, communication, facilities and/or HR administration and will be fully versed in all the procedures of their specialism. They may be involved in guiding the work of more junior staff. For some roles, customer service may be the predominant feature, e.g. dealing with a variety of clients in relation to a department's activities. Others may support a group of more senior staff with some of the more routine duties and ensure matters are dealt with appropriately when they are out of the office.</p>