

**BOURNE COMMUNITY COLLEGE**

**Behaviour Manager – Short Stay School**

**Job Description**

It is essential that all staff actively promote the aims of The College –

* To ensure every student develops their potential to flourish and be successful
* To have high expectations of all staff and students
* To respect all those in our community locally, nationally and internationally

All members of staff are required to participate in the College’s appraisal scheme.

**Reporting to Line Manager**:

To have a positive and proactive impact on students, to develop positive behaviours, attitudes to learning and respectful relationships.

**Main Responsibilities–**

* To work with the Leaders of Year to ensure all students referred to the Short Stay School are supported in their learning and progress
* To enable analysis of targeted students to support personalised access to programmes and support provisions appropriate to need
* To liaise effectively with Senior Leaders and SENDCo
* To manage the Short Stay School where students displaying challenging behaviours are referred
* To collate information to contribute to personalised programmes for targeted students in order that they fully access the curriculum and are empowered to self-manage their own behaviour
* To monitor and track student progress every 2-3 weeks to ensure all students are on track
* To develop and recommend students to specific programmes that will enable them to address their challenges
* To ensure regular feedback to targeted students/parents with refined targets and recognition of their progress
* To have regular communication with the Leaders of Year and parents and to ensure the families are kept informed of issues and the progress of their child
* To evaluate impact of inclusion or intervention for SEND students, as necessary
* To liaise with the Leaders of Year and Senior Leaders regarding student progress
* To attend training as directed and to develop and deliver support programmes as appropriate
* To actively promote the safety and welfare of our young people
* To ensure compliance with all College policies
* To liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy

From time to time, the post-holder may be required to work beyond contracted hours. Payment and/or time in lieu will be subject to negotiation with/at the discretion of the Headteacher.

The post holder will be expected to perform such duties as may be reasonably required by the Headteacher and that these should be in line with national legislation and current conditions of service.