



## JOB DESCRIPTION

<b>Job Title:</b>	Behaviour Manager
<b>Grade:</b>	F
<b>Hours:</b>	37 hours per week, 38 weeks per annum (term time only)
<b>Responsible to:</b>	Deputy Headteacher
<b>Direct Supervisory Responsibility for:</b>	N/A
<b>Indirect Supervisory Responsibility for:</b>	N/A
<b>Important Functional Relationships:</b>	<u>Internal:</u> Senior Leadership Team, Heads of Departments/School management team, Pastoral support teams, SENCOs.  <u>External:</u> Parents / carers, and other relevant support agencies.

### Main Purpose of Job

The Behaviour Manager will contribute to the operational leadership of the school, ensuring effective behaviour systems and procedures are consistently implemented.

The postholder will ensure the highest level of behaviour care is provided to every student.

### Duties and Responsibilities

#### Behaviour Systems & Support

1. Manage and support behaviour support processes, including supervision of the reflection/reset room and undertaking behavioural interventions with cohorts of students.
2. Identify and regularly monitor the behaviour, attendance and punctuality, attainment and progress of student groups and oversee support and interventions.

3. Produce reports as required on student attainment, progress and behaviour.
4. Liaise with appropriate personnel regarding support for student progress and wellbeing, e.g. school staff, parents/carers, outside agencies, governors etc. as appropriate.
5. Foster effective relationships with the parents/carers of the students and communicate regularly with them.
6. Participate actively throughout the network, by attending relevant meetings, and, as appropriate, delivering network-wide training and initiatives.

### **Leadership**

1. Contribute to the strategic development, implementing and evaluating systems, policies and procedures relating to the behaviour and pastoral provision.
2. Plan tutorial programmes, supporting tutors in its resourcing and monitoring its delivery.
3. Support the behaviour team for a cohort of students and lead assemblies.
4. Support on developing and enhancing their practice, ensuring that their CPD needs are met, so that the highest level of behaviour care is provided to every student.
5. Lead colleagues in formulating aims, objectives and strategic plans for the team.
6. Effectively manage a budget, physical resources, stock and subject accommodation according to the academy's procedures in order to maximise attainment levels and maintain an environment conducive to learning.

### **Other**

1. Use strategies to assist in behaviour management and to support students in their learning objectives.
2. Use specialist skills to meet the intellectual, physical, social and emotional needs of students.
3. To contribute to the overall ethos and aims of the school.
4. To be aware of, and work in accordance with the school's safeguarding procedures, and to raise any concerns relating to safeguarding.

### **Responsibilities applicable to all Trust employees**

1. To be aware of, and adhere to, applicable rules, regulations, legislation, policies, and procedures within the Trust, including safeguarding and child

protection, health and safety, equality and diversity, the Code of Conduct, and data protection.

2. To maintain confidentiality of information acquired in the course of undertaking duties.
3. To be responsible for your own continuing self-development, engaging in mandatory and other training as appropriate for the role.
4. To undertake other duties appropriate to the grading of the post as required.

Date Updated: January 2025

Updated by: Senior HR Officer



**PERSON SPECIFICATION**

**Job Title:** Behaviour Manager

**Department:** SMART

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
<b>Relevant Experience</b>	Reasonable experience of working with children and/or young adults	Experience of working in a school setting	Application form/ interview
<b>Education and Training</b>	4 GCSEs at level 4 or above, including Maths and English (or equivalent qualification e.g. NVQ2)  Excellent levels of literacy and numeracy	NVQ Level 3 qualification or equivalent	Application form/ interview
<b>Knowledge and Skills</b>	Ability to manage young people well  Organisational skills  Good ICT skills  Excellent verbal and non-verbal communication abilities	Knowledge of a range of issues relevant to education and child development	Application form/ interview
<b>Any Additional Factors</b>	Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people	An interest in learning and education	Interview

	<p>Able to prioritise between different demands, to work to deadlines, and to self-motivate</p> <p>Able to keep calm under pressure</p> <p>Friendly, tolerant, positive, and patient attitude, willing to celebrate diversity</p> <p>Collaborative and problem-solving approach</p>		
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Date Updated: January 2025

Updated by: Senior HR Officer