SIR JOHN HUNT COMMUNITY SPORTS COLLEGE

**Title:** Behaviour Manager

**Post Grading:** Grade E/Grade F (depending on experience)

**Annual Hours:** 1495.75

**Weekly Hours:** 38.25

**Working Hours:** 8.00am 16.30 (Monday to Friday)

**Weeks per year:** 38

**Additional Hours**: 3 additional training days

**Line Manager:** Assistant Principal

**Accountable to:** Assistant Principals

**Postholder:**

This document outlines the duties required of the post holder to indicate a level of responsibility. It is not a comprehensive or exclusive list, and from time-to-time duties may be varied, which do not change the level of responsibility or general character of the job.

**Key purpose of job**

The main purpose of the post is to assist the Assistant Principals and pastoral team in providing pastoral support to enable all students to reach their full potential by:

# Key Tasks

Ensure Learning is disruption free in every lesson every day by:

1. Applying all aspects of the Conduct for learning policy at all times.
2. Taking a lead in managing the day to day running of the reset room(s) including maintaining high expectations in the room.
3. Conducting daily quality assurance checks on referrals and restorative conversations by staff to ensure their completion.
4. Conducting daily communication with Pastoral Leaders to keep them informed of behaviour in their year groups and escalating sanctions as appropriate for non-attendance to Pastoral Leaders to support them to instil a “certainty of sanction” with students.
5. Produce weekly data to share with Pastoral Leaders (PLs), Curriculum Leaders (CLs) and SLT in relation to their spheres of influence Year groups/departments/whole College data.
6. Analyse trends from IEs and CTOs to identify teachers, classes and students that may need support and informing the SLT link and Pastoral Leaders.
7. Keep effective logs on key behavioural types utilising SIMs and CPOMs e.g., bullying, harassment, racism and following the investigations through to ensure sanctions and support have been sufficiently applied for the perpetrator and victim(s) as relevant.
8. Support in the creation of case studies for students for whom our Conduct for Learning policy and processes have had a positive impact.
9. Support the pastoral team to reduce repeat incidents through effective pastoral support and mediation.
10. To liaise with parents/carers as appropriate to support their child’s education.
11. To promote students’ adherence to the College uniform policy and refer indiscretions to PLs help them to meet all expectations around appearance through supporting Quality Assurance checks in Roll Call
12. Undertake duties during the College Day, and during student breaks and lunch time.
13. To help monitor students on report and collect students for College sanctions and detentions after school where appropriate.
14. Any other tasks as reasonably directed by the Principal.