



Job title: Behavior Manager
Responsible to: Assistant Principal
Grade: 9

Job purpose:

Working closely with SLT to develop and implement the behavior strategy. This role will include Line Management responsibilities and the requirement to be First Aid trained. To act as deputy designated safeguarding lead.

Main Duties:

- Work with SLT on solution focused interventions to address areas of difficulty or adverse childhood experiences.
- To develop and implement a range of intervention strategies for those learners who are cause for concern in terms of their behaviour
- To put in place strategies and intervention measures in response to identified trends and hotspots for unacceptable behavior.
- Contribute to and support the management of the VDE system.
- Contribute to the Supporting Expectations (SE) provision.
- To respond to behavior Incidents.
- To develop robust individual IEPs
- To support staff to deal effectively with behavior incidents.
- Ensure highly effective communication with external agencies, stakeholders and families to ensure that the learner achieves the best possible outcomes.
- Support the management of the on-call system.
- Provide support with the detention system.
- To work with SLT to develop individual timetables based on the individual level of needs
- Represent the school in the absence of the Assistant Principal at external panel meetings and reviews. This will include delegated decision making as appropriate on behalf of the Assistant Principal.
- To deliver assemblies.
- To create and deliver staff training and CPD.
- Support learners in transitioning at every stage of their specific pathway.
- Inspire learners to reach their full potential by removing barriers that prevent them from achieving.
- Home visits as appropriate.

Policy and Procedure

- To contribute to the development of policies.
- To develop associated procedures which enable the effective implementation of agreed policies.
- To monitor the impact of procedures and make recommendations for amendment and/or development.
- To ensure procedures are applied appropriately and consistently.
- To provide training, support and guidance for staff in relation to procedures which support behaviour management.

Data Analysis, Reporting and Recording

- Analyse data in order to identify those learners who require intervention, measure the impact of any implemented intervention and identify trends and hotspots.
- Highlight areas of concern which facilitate intervention at the earliest opportunity.
- Provide senior and middle leaders with information to take preventative action within their area(s) of responsibility.
- Evidence impact of any work undertaken.
- Provide evidence for meetings including learner meetings and those which may relate to exclusions.
- Provide information for quality assurance checks.
- Provide regular updates for Local Advisory Committee and Dudley Academy Trust Board meetings.
- To record and input information accurately ensuring it meets legal and statutory obligations and is in line with standard operating procedures.

Standard for all jobs

- To perform services not only for Dudley Academies Trust but also for any subsidiary as required.
- To take a proactive role in the identification of personal and group training and developmental needs which support Trust's objectives and to actively participate in the fulfilment of identified training and development needs.
- To contribute to promotional activities both inside and outside the Trust and to assist in the production of promotional and publicity materials as required.
- To promote actively the school's policies generally and specifically including those in relation to child protection and safeguarding.
- To operate at all times within both the spirit and the practice of the Trust Equal Opportunities policies.
- To be aware of and work with due regard to safety and safe practice. To meet statutory requirements and to report any hazards/unsafe practices or incidents as appropriate.

- To represent the Trust in the best light at all times.
- To maintain such records and undertake administrative duties as may be determined by the Trust.
- To carry out any other duties in connection with the appointment which may be reasonably determined from time to time by the Chief Executive or line manager.

This job description is intended to provide a guide to the general duties and responsibilities of the specified post and to set in context the framework within which the post holder will operate. It should not be regarded as a legal document nor a set of conditions of service.

The job description sets out the main duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the post. Such variations are common occurrences and cannot of themselves justify a reconsideration of the grading of the post.

This job description will be reviewed regularly and may be varied in the light of the business needs of the Trust.

Prepared by: Laura Round, HR

Date: June 2026

Name of post holder (*please print*):

Signed by post holder:

Date:

Person Specification

	Ess	Des	Method of Assessment
Education/Qualifications and Training			
5 GCSE's grades A-C or equivalent (including Mathematics and English).	<input checked="" type="checkbox"/>		App Form
Qualified to NQF Level 4 in a relevant and appropriate discipline or a minimum of 2 years' relevant and appropriate experience.	<input checked="" type="checkbox"/>		App Form
Current First Aid Qualification or willingness to train.	<input checked="" type="checkbox"/>		App Form
Trained in 'Team Teach' (or a willingness to undertake training).	<input checked="" type="checkbox"/>		App Form/Int
Experience			
Previous experience of working with secondary school age children and/or their families.	<input checked="" type="checkbox"/>		App Form/Int
Previous experience of mentoring children of secondary school age.	<input checked="" type="checkbox"/>		App Form/Int
Experience of implementing a variety of behaviour management techniques with young people.	<input checked="" type="checkbox"/>		App Form/Int
Experience of working with children with complex behavioural needs.	<input checked="" type="checkbox"/>		App Form/Int
Experience of working with, coordinating and evaluating additional and external agency provision.	<input checked="" type="checkbox"/>		App Form/Int
Experience of conflict resolution.	<input checked="" type="checkbox"/>		App Form/Int
Experience of developing individual plans with associated targets.		<input checked="" type="checkbox"/>	App Form/Int
Experience of managing others/line management	<input checked="" type="checkbox"/>		App Form/Int
Skills and Abilities			
Excellent management and organisational skills with the ability to prioritise time and tasks in order to meet deadlines.	<input checked="" type="checkbox"/>		App Form/Int
Excellent interpersonal and communication skills with the ability to listen, question, negotiate and reflect.	<input checked="" type="checkbox"/>		App Form/Int

Excellent presentation skills with the ability to present to a wide range of audiences.	<input checked="" type="checkbox"/>		App Form/Int/Pr
Ability to work independently using own initiative.	<input checked="" type="checkbox"/>		App Form/Int
Ability to interpret complex data.	<input checked="" type="checkbox"/>		App Form/Int
Ability to relate to and empathise with all students including those who need support, developing trusting and respectful relationships.	<input checked="" type="checkbox"/>		App Form/Int
Safeguarding			
Must be suitable to work with young people and vulnerable adult.	<input checked="" type="checkbox"/>		App Form/ Int/Checks

E = Essential	App Form = Application Form	Int = Interview
D = Desirable	Test = Interview Test	Pr = Presentation
	Ref = Reference	MT = Micro teach
	Checks = Disclosure and barring service	

The Dudley Academies Trust operates a no smoking policy