

THE BICESTER SCHOOL

Behaviour Manager

Responsible to the Heads of Key Stage Pastoral

LEVEL 3 (Grade 8)

Main Purpose of Role:

To work with students and staff, under the direction of the Heads of Key Stage Pastoral to supervise students who due to poor behaviour are in the internal exclusion room (GCC). To supervise the internal exclusion room in accordance with the school's behaviour policy and to have a calm, clear and disciplined approach to dealing with young people.

Under the direction of the Heads of Key Stage Pastoral, ensure the behaviour issues exhibited by a minority of students that disrupt the calm and orderly atmosphere of the school are addressed.

Manage the weekly detentions lists and follow up any absences from detention

Basic Responsibilities/Tasks:

- To oversee and run the Internal Exclusions Room known as the Geoffrey Canada Centre (GCC). This includes collecting the students from tutor groups at the start of the day, managing their schedule for the day and ensuring they understand the behaviour expectations whilst they are in internal exclusion.
- Keep a daily and weekly log of who has been in the GCC, recording this onto the Management Information System as appropriate.
- Ensuring the GCC students have appropriate and challenging work for the day.
- The Behaviour Support, Internal Exclusion Room Coordinator staffs the GCC Period 1 - 5. P2 onwards is supported by SLT on a rota basis.
- Periods 2-5 will be used to
 - a) continue to monitor student progress in the GCC
 - b) support low-level behaviour issues within the main school as directed by Heads of Key Stage
 - c) collect students from the main school who have been given a C3 or C4 for placement in the GCC or elsewhere.
 - d) deal initially with high level misbehaviour, as required, passing this on at the first opportunity to SLT, Heads of Year as appropriate.
- After period 5, telephone parents regarding any behaviour concerns, as directed by Heads of Key Stage, and attend reintegration meetings alongside Heads of Key Stage/SLT as required.
- After period 5 on Thursdays, prepare the weekly detention schedules.
- Preparation of Exclusion packs for governors as appropriate.

PERSON SPECIFICATION

Experience:

Experience of working with young people and of liaising with parents on a regular and formal basis would be an advantage. Alternatively, working in a disciplined and orderly environment would also be an advantage.

Qualifications or Training:

- Specific training in the behaviour and safeguarding of young people. (This will be provided if not previously trained.)
- Good ICT skills. (Training will be given to use ePraise and Progresso systems.)
- Good understanding of child development and learning processes would be an advantage

Practical Skills:

- The ability to stay calm under pressure.
- To be able to provide high quality communication with staff, pupils, parents/carers, and outside agencies.
- Good professional telephone manner with parents/carers

Personal Qualities & Attributes:

- To have a high sense of moral purpose and understand the need for students to have clear boundaries and rules so that they can thrive at school.
- To be capable of providing a good standard of 'warm/strict' discipline
- To be able to work as part of a team.
- Organised and Proactive
- Ability to empathise with young people whilst challenging poor behaviour choices.
- Sense of humour.

Due to this post having access to children and/or vulnerable adults, candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

The Bicester School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment

Notes:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.