**Job Description: Behaviour Manager**

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| **Post Details** |  |
| **School:** | TGS |
|  **Post type:** | Support Staff |
| **Grade/Pay Level:**  | Grade 7 |
| **Weeks per year:** | Term Time plus INSET |
| **Duration:** | Permanent |
| **Responsible to:** | Assistant Head Teacher  |

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| **Main Purpose** |
|  To help facilitate the smooth running of the school through the supervision and support of students demonstrating challenging behaviour and ensuring that all students are in the right place at the right time throughout the day.To assist with the day-to-day management of the ‘on-call’ system and detention system.To provide strategic and operational support with the running of the Learn and Behave room. |

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| **Duties and Responsibilities** |
| **Main Responsibilities and Duties:*** To have high expectations of all students.
* Work as part of a team to raise expectations and behaviour standards.
* To support senior leaders with the running of the school’s Learn and Behave room, helping to ensure it is the ‘hardest working classroom in the school’.
* To be part of the Learn and Behave rota during lessons and social times, as required, including during morning registration and break time.
* Liaise with staff across Twynham TGS to support the running of the Learn and Behave room.
* To ensure the effectiveness of the Learn and Behave room and the management and upkeep of the resources.
* Be on hand to assist with students who are truanting from lessons.
* To assist with behaviour incidents, including the collection of students and witness statements.
* To build positive relationships with pupils to support their learning and to work with students out of lessons in order to maximise their support or learning.
* Liaise between key staff including the Heads of Year, Designated Safeguarding Leads (DSLs), Student Services Team, Curriculum Leaders and the learning support team, attending meetings where necessary to exchange information about students.
* Support the running of the centralised school detention system and help to supervise the after-school centralised detention room, ensuring the atmosphere is appropriate.
* Track and monitor behaviour data of those students who have particular pastoral needs to establish where support and intervention is needed.
* To work closely with the Senior Leadership Team and Heads of Year to reduce suspensions.
* To ensure there is swift and accurate communication regarding student attendance, issues identified, actions taken and evaluation of impact of both the Learn & Behave and internal isolation spaces.
* Co-ordination of interventions for students identified by year teams, supporting referrals to support services and agencies to help them achieve higher standards of behaviour and progress.
* Liaison with other schools to share and exchange provision, resources and expertise for mutual benefit.
* Support students’ personal needs including but not limited to their social, emotional health.
* Support effective reintegration of students following exclusions and/or extended absence.
* Working with key staff in assisting with the management of complex admissions.
* Provide support for effective transition from school to other educational providers, when appropriate, including KS2/3 and KS4 and beyond transition.
* Monitor the effectiveness of the whole-school behaviour policy and plan improvements based on data and observations.
* Ensure the application of behaviour management approaches by all staff across site is consistent.
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| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies.
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| **Twynham Learning Attributes for all Staff** |
| * Ambition for excellence
* Professionalism
* Humility
* Championing change
 | * Inclusiveness
* Positivity
* Community-mindedness
* Being collaborative
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| **Personal Attributes** |
| **Experience*** Experience of working with children of relevant age
* Experience of working with pupils with additional needs
* Experience of safeguarding policies and procedures
* Excellent IT skills

**Qualifications*** Numeracy and literacy skills equivalent to Adult Basic Skills level 2

**Knowledge/Skills*** Working knowledge of relevant policies/codes of practice and awareness of relevant legislation
* Working knowledge of curriculum and other relevant learning programmes
* Understanding of principles of child development and learning processes and in particular, barriers to learning
* Developing knowledge of Local Authority, Outside Agencies, local and national organisations which can provide services and activities to support pupils and broaden and enrich their learning
* Ability to build relationships with children and in particular to motivate children to engage in the learning process
* Experience of de-escalating situations and making quick decisions about triaging situations. Ability to work effectively with parents/carers and a range of professionals
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| **Other Duties** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s

Safeguarding and Child Protection policies.All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time. |

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| **Notes** |
| * This job description may be amended at any time in consultation with the postholder.
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| **Key to Acronyms Used/Glossary of Terms Used in this Job Description** |
| * TL = Twynham Learning
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