

JOB DESCRIPTION

Post Title: Behaviour Manager

Salary/Grade: Grade 5

Working time: 40 hours per week, 39 weeks per year, Permanent

Purpose:

- To coordinate the school's alternative to exclusion room (Isolation Room) as part of the school's behaviour management strategy
- To develop procedures and processes to enhance the delivery of the provision to meet the needs of the school in liaison with the Deputy Headteacher
- To work with students in managing their behaviour and improving learning skills to enable them to access education and achieve their full potential
- To complement the professional work of teachers by taking responsibility for learning activities
- To provide analysis of key data for Senior Leadership Team relating to the Isolation sanction and its effectiveness with the behaviour management system

Reporting to: Deputy Headteacher

Responsible for: Daily supervision of students in the Isolation Room, ensuring that appropriate standards of learning and behaviour are maintained.

Liaising with: Teaching/support staff, Pupil Progress Leaders, Deputy Headteachers, Headteacher

Disclosure Level: Enhanced

Main Activities and Responsibilities

- To effectively manage and ensure the consistent smooth running of the school's Isolation Room, exercising highly developed negotiating and interpersonal skills to ensure the appropriate behaviour of potentially demanding students
- To ensure the smooth running of the Isolation Room, with direct responsibility for the behaviour and wellbeing of students present
- To liaise with colleagues to ensure students in Isolation are provided with appropriate and sufficient work, and that completed work is conveyed to relevant staff
- To communicate set work to students and offer help and guidance when required, ensuring that students within the Isolation Room continue to learn effectively
- To use ICT facilities effectively to support learning activities and develop students' competence

and independence in its use

- To support students' access to learning using appropriate strategies, resources etc
- To implement agreed learning activities/teaching programmes, adjusting activities according to student response/need
- To display the ability to manage the most challenging and disengaged students
- To demonstrate a passion for learning and the education of young people
- To challenge and motivate students, and promote and reinforce self-esteem
- To provide pastoral support and mentoring for students, particularly those who are at risk of becoming disengaged
- To support punctuality and behaviour of all students by the running of detentions
- To support management strategies and policies of the school
- To provide half termly statistical reports and analysis on Isolation referrals
- To maintain accurate records and update the school information management system (SIMS) with accurate information regarding Isolation
- To undertake any duties that might be reasonably requested by the Headteacher, including (but not limited to) in-class support, student mentoring, invigilation
- To attend school and wider based training sessions as required
- To carry out duties in accordance with health and safety legislation and the school policy

Other Specific Duties:

- To be responsible for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- To continue personal development as agreed
- 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

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

Date: April 2024

