



# Queen Mary's Grammar School

Headmaster: R J Langton, M A

<b>Job Title:</b>	<b>Behaviour Support Manager</b>
<b>Salary</b>	FTE £26,409 - £30,060 Actual Salary £22,816 - £25,970 (37 hours term time). Part time will be pro-rated accordingly Permanent, Term Time

## **Purpose of Job:**

To work as part of a wider team alongside the Assistant Headteacher in charge of strategic leadership for behaviour, the Heads of Year and the Senior Behaviour Manager in carrying out the day-to-day operation of Years 7-13. The role is intended to include intervention with discipline matters, administrative support and parental liaison.

- Build and implement strategies to help identify and remove any barriers to learning
- Work closely with all pupils, staff, parents, and carers to address misbehaviour
- Promote, strengthen and develop the relationship between parents/carers, children and young people and the school

The role is directly line managed by the Senior Behaviour Manager.

## **JOB DESCRIPTION**

### **General duties and responsibilities**

- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the School's policy;
- Contribute to the overall ethos and high academic achievement of the School
- Contribute to the promotion of a positive working environment which is conducive to the School's high expectations and work ethos across all year groups
- Establish a productive working relationship with pupils, acting as a role model and setting high expectations
- Work with a restorative ethos and its practices and undertake mentoring, restorative meetings and conflict resolution as required
- Be part of the team that is the first point of contact for referrals to the R Room in discipline matters
- Provide support, and where appropriate lead, in investigating behavioural concerns which includes, but is not limited to, taking statements, speaking to students, liaising with year teams, supporting in decision making on next steps and completing all administrative steps in line with the incident
- Where required, support in the removal of students from lessons
- Address everyday behavioural concerns with students and reporting to parents using the appropriate channels.
- Be involved in the praise culture of the school administratively and through events and assemblies
- Attend and participate in meetings, as required
- Encourage all students to follow the school's credit ethos
- Build positive relationships with students and mentor and support them to improve behaviour
- Be part of a rota that manages the R Room throughout the day for isolated pupils, pupils who need a time out for a variety of reasons and obtaining and administering work for isolated students
- Assist students with their social skills, organisation, behaviour, resilience and self-confidence to re-engage them into their learning journey and remove the barriers to their learning

### **Administration**

- Manage the detention administration, where appropriate run detentions and triage parent queries
- Administer a detailed database that logs all incidents
- Oversee the loaning of uniform and equipment
- Complete all relevant administrative tasks required for the role
- Support in the completion of any required admin for the pastoral budget
- Support in the initiation and administration of suspension procedures (both internal and external)

- Provide ongoing administrative support to the team as systems develop

#### **Monitoring and reporting**

- Report appropriate data to the relevant pastoral teams, where required
- Check CCTV as requested and report to relevant staff
- Maintain accurate pastoral records using CPOMS and any other system used by the school
- Maintain accurate pastoral logs and records
- Write letters/reports, compile pastoral notes/statements and accurate record keeping
- When required, speak to and monitor students on report

#### **Working with staff**

- Liaise with teaching and pastoral staff as appropriate
- Gather work from teaching staff for students in isolation or serving internal/external suspensions (including those placed in other settings).
- Work alongside other staff in the running of mentoring programmes

#### **Working with external agencies and parents/carers**

- Liaise with parents/guardians and outside agencies (if required) in collaboration with the pastoral team – for the benefit of pupils; including setting up appointments for other staff
- As required, to assist and facilitate in any offsite provision from the school's networks

#### **Professional Development**

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Provide support and training on behaviour where needed
- Participate in staff meetings, briefings and training days/events as requested
- Contribute to the overall ethos, work and aims of Queen Mary's Grammar School

#### **Other areas of responsibility**

##### **Safeguarding & Student Welfare**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Be alert to when persistent absence becomes a safeguarding concern, and early help may be required
- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Make any necessary referrals to the SEMH and/or the SEND Team often following student intervention.
- Promote the safeguarding of all pupils in the school
- Taking a role in the promotion of positive student welfare

##### **Attendance & punctuality**

- Assist in the promotion of high standards of attendance and punctuality within the school
- Work with other members of the pastoral team, where relevant, in monitoring/intervening with issues relating to punctuality and attendance
- Take registration as necessary
- Where required, liaise and support the Attendance Officer to address any concerns relating to behaviour/attendance/punctuality and if required liaise with EWO

##### **Other**

- Work within and encourage the School's Equal Opportunity Policy
- Be aware of and support diversity and ensuring all pupils have equal access to opportunities to learn and develop



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- Support pupils on visits, trips and out of school activities as required and be involved in the events run by the school

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that may be carried out. The postholder may be required to do other duties appropriate to the level of the role. This job description may be amended at any time in consultation with the postholder.

### PERSON SPECIFICATION

#### Preferred skills, personal attributes or experience

- Educated to at least a GCSE grade C in English and mathematics
- Further qualifications related to the role
- Proven track record across a range of educational settings, demonstrating a wealth of experience and knowledge in securing sustainable improvements
- Experience identifying interventions to raise attendance of pupils
- Experience working directly with pupils and parents
- Experience analysing data and producing reports and identifying key insights
- Ability to build effective working relationships with staff and other stakeholders
- Ability to build effective working relationships with students
- Ability to be flexible, calm, and empathetic in your approach
- Ability to deal with colleagues and pupils in a manner appropriate to each
- Ability to relate well to children, young people and adults
- Effective communication and interpersonal skills
- Effective written and verbal communication skills
- Good IT skills including using Excel, SIMS and CPOMS (training can be provided in using CPOMS)
- An awareness of professional standards required for working with children
- Excellent organisational and time management skills
- Ability to work under pressure and prioritise effectively
- Ability to work constructively and flexibly as part of the team.
- Ability to react positively and remain calm in a crisis
- Ability to uphold and promote the ethos and values of QMGS
- Ability to maintain confidentiality at all times
- Ability to make strategic decisions
- Commitment to safeguarding, equality, diversity and inclusion

