

Job Description	
Post:	Behaviour Support Manager
Pay Scale:	Grade 6 (SCP 19-24)
Main Location:	St Cuthbert's RC High School
Main Duties	
<ul style="list-style-type: none"> To work as part of the Behaviour Support Team. To investigate and call home re incidents of poor behaviour. To manage the day-to-day behaviour of students in ensuring the school's behaviour policy is adhered to. Resolve issues between students and facilitate restorative justice where there are issues between students and staff. To conduct 'On Calls' to remove students from class where necessary. To liaise with colleagues re SEND & Safeguarding and external partners. To maintain accurate and up to date records of all behaviour in incidents. To be on duty as directed. 	
Professional standards and development	
<ul style="list-style-type: none"> Take responsibility for and participating in continuing professional development. Be a role model to students through appropriate personal presentation and professional conduct. Support all the School's policies and ethos. Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network. Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation. Reflect on own professional practice. Take responsibility for and participating in continuing professional development. 	
Continuing professional development and formation	
<ul style="list-style-type: none"> Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available. Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process - evaluating and improving your own practice. 	
General Responsibilities	

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application		
	Essential / desirable	Evidence
Qualifications		
GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent	Essential	A/I/C
A relevant Level 3 qualification	Essential	A/I/C
Additional Level 3 qualifications	Desirable	A/I/C
Knowledge & Experience		
Experience of working with challenging students	Desirable	A/I/C
Experience of working with other agencies	Desirable	A/I/C
Previous experience of working in a Secondary school	Essential	A/I/C
Technical Skills & Ability		
Good ICT skills	Essential	A/I
Excellent written and verbal communication skills	Essential	A/I
Special working conditions		
Ability to work to a flexible timetable	Essential	A/I
Personal Skills / Characteristics		
Resilience, reliability, confidentiality and integrity	Essential	A/I
Strong interpersonal skills and the ability to communicate confidently with pupils, parents and staff	Essential	A/I
Strong organisational skills and good attention to detail	Essential	A/I
Tact, diplomacy and emotional intelligence when dealing with sensitive or complex issues	Essential	A/I
Cope well under pressure	Essential	A/I
Commitment to continuing professional development, develop and extend own working practices and willing to participate in training and development opportunities	Essential	A/I

Flexible and dedicated approach to work and able to meet the changing demands of the role	Essential	A/I
High expectations of self and others	Essential	A/I
To be able to build relationships with all stakeholders	Essential	A/I
Commitment to Safeguarding and protecting the welfare of children and young people	Essential	A/I
Commitment to equality and diversity	Essential	A/I
Commitment to good attendance at work	Essential	A/I

