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| **Job Description**  |
| **Post:** | Behaviour Support Manager |
| **Pay Scale:** | Grade 6 |
| **Responsible to:** | Behaviour Support Lead |
| **Main Location:** |  St Cuthbert’s High School |
| **Main Duties** |
| * 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.
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| **Professional standards and development** |
| * 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.
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| **Continuing professional development and formation** |
| * 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.
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| **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.
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| *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.* |

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| **Person Specification** |
| **Key** **E** Essential, **R** References, **I** Interview, **C** Certificate, **D** Desirable, **A** Application  |
|   | **Essential / desirable**  | **Evidence**  |
| **Qualifications** |
| GCSE English & Math’s at Level 2 or above  | E | A/I/C |
| Previous experience of working in a Secondary school | E | A/I/C |
| A relevant Level 3 qualification | E | A/I/C |
| Experience of working with challenging students | D | A/I/C |
| Experience of working with other agencies | D | A/I/C |
| Additional Level 3 qualifications | D | A/I/C |
| **Personal Skills / Characteristics** |
| Emotional resilience | E | A/I |
| Organised | E | A/I |
| Good communication skills | E | A/I |
| Cope well under pressure | E | A/I |
| Willingness to engage in CPD | D | A/I |
| Flexible approach | E | A/I |
| High expectations of self and others | E | A/I |
| To be able to build relationships with all stakeholders | E | A/I |
| Good ICT skills | E | A/I |