

# Job Description

## Support-Staff – Behaviour & Relationships Manager



Job Category: Educational Support Staff  
Reports to: Deputy Headteacher (strategic Behaviour Lead)  
Line manages: Teaching Assistants (incl. those with specific responsibility for behaviour)

### **Purpose of the Role**

To work with children and young people as directed, providing support across a range of child centred intervention and activities which promote child development, wellbeing care and learning. To take responsibility for some specific tasks as listed below.

### **Key Duties and Responsibilities**

#### **Leadership & Strategy:**

- Line-manage the teaching assistant team, ensuring a consistent and effective approach across the school.
- Develop and oversee individualised behaviour plans and individual risk assessments to support children's behaviour and emotional needs.
- Monitor and evaluate the impact of behaviour strategies across all Key Stages, refining approaches as needed.
- Work collaboratively with senior leadership to shape and review school policies related to behaviour, culture and relationships.
- Embed the school's Behaviour Curriculum in practise
- Manage the application and monitoring of various school and personalised of Reward and Consequence strategies

#### **Staff Development & Support:**

- Train, coach, model and support staff in implementing effective behaviour management strategies (including formal and informal support-plans for staff).
- Deliver regular CPD sessions focusing on emotional intelligence, restorative approaches, and de-escalation techniques.
- Guide and monitor staff in creating structured learning environments that promote positive behaviour.
- Support staff induction with a focus on behaviour management and operational procedures.
- Work with wellbeing teams to develop strategic action plans to address specific behaviour challenges.

#### **Intervention & Crisis Support:**

- Lead post-incident reflection and emotional coaching to support children in developing self-regulation skills.
- Monitor and analyse all incidents of ground-based physical interventions, with a focus on reducing restrictive physical intervention over time.
- Act as a first responder during behaviour-related crises, ensuring de-escalation and safety.
- Oversee the 'Cycle of Influence' approach to support children in making positive behaviour choices.

#### **External Partnerships & Parental Engagement:**

- Engage with external agencies, parents, and carers to create a strong support network for children.
- Facilitate parent and child workshops, providing strategies for managing behaviour and resilience.
- Support families through escalation processes, ensuring effective communication and intervention, and act as escalation stage in the case of parent of behavioural concerns
- Participate in multi-agency meetings to ensure coordinated support for children with SEMH needs.

#### **Data & Analysis:**

- Maintain behaviour tracking systems to monitor incidents, interventions, and progress.
- Complete suspension admin and analyse suspension data, identifying trends and implementing strategies to reduce exclusions.
- Conduct regular learning environment audits, providing feedback to improve behaviour support structures.

#### **Whole-School Initiatives & Extra-Curricular Support:**

- Promote a positive behaviour culture, fostering school values and high expectations across the school
- Oversee lunchtime and extra-curricular clubs, ensuring they support social and emotional development.
- Manage timetable cover and emergency cover supervision, ensuring consistency in behaviour support.
- Coordinate transition support for children moving between classes, year groups or schools, ensuring continuity of care.

#### **Trust & Wider School Engagement:**

- Share best practices with other schools in the Trust, supporting collaborative behaviour strategies.
- Lead Team Teach courses, clinics, and moderation, ensuring staff are confident in de-escalation and physical techniques.

#### **General**

- The postholder is expected to fully engage with the Trusts performance management process.
- To demonstrate the core values of the school and Trust at all times.
- To attend staff meetings and Trust-based INSET as required.
- The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures.
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

CIT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to references and an enhanced DBS disclosure check. Applicants will also be subject to a Social Media presence check.