

Job Description

The College is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: Senior Behaviour Lead

Grade: Grade M-O, SCP 34-42

Responsible to: Headteacher

Main Job Purpose

- To assist in the organisation, management and development of the school/s with a focus on behaviour across all key stages
- Maintain an effective whole school behaviour for Learning and Safety culture as determined by the College
- Ensure rigorous monitoring of a whole school behaviour standards
- Ensure the provision for professional development and support opportunities ensure the highest standards of behaviour management among staff
- Co-ordinate the effective deployment of resources and strategies to ensure that students behavioural and emotional needs are being met and they are able to engage in learning effectively
- To be responsible for promoting and safeguarding the welfare of children and young people within the school
- To deliver training and support to other schools

Main Duties and responsibilities

Shaping the future

- Promote the agreed vision of NPCAT
- Promote the Vision and Mission of Trinity Catholic College
- Support the Headteacher in the strategic direction of the school, with a particular focus on behaviour
- Play a leading role in the school improvement planning process, through agreed priorities
- Contribute to the school's self-evaluation process, including devising and monitoring action plans and other policy development

- Lead by example especially when implementing change and improvements in standards
- Promote a culture of inclusion within the school community where all views are valued and taken account of
- Promote the Enhanced Learning Provision as a Centre of Excellence
- Quality assure and regularly review the effectiveness of Alternative Provision providers, ensuring high standards of educational and pastoral support.
- Provide strategic leadership for Alternative Provision, ensuring all statutory requirements, documentation, processes and relevant policies are fully implemented and adhered to
- Line manage the Pupil Engagement Officers and provide leadership and oversight to the wider pastoral team, supporting high standards of practice and accountability
- Lead Vulnerable Learner Meetings, coordinating multi-agency support where appropriate, ensuring actions are clearly identified, monitored and successfully implemented
- Lead Local Authority Triage Meetings, coordinating support where appropriate, ensuring actions are clearly identified, monitored and successfully implemented

Leading behaviour across the College

- Be an excellent role model, exemplifying a high standard of behaviour strategies and promoting high expectations for all members of the school community, with a particular focus on meeting the needs of children with behavioural needs
- Work with the Head of School / Headteacher to raise standards through staff performance management, as outlined in the school's staffing structure
- Help with the provision of training and support for staff in all areas of behaviour
- Working collaboratively with the Enhanced Learning Provision to ensure all needs are met including planning, recording and reporting
- Be responsible for the process involved in monitoring and evaluating the whole school behaviour system, including lesson observations, statistical analysis and target setting
- Be responsible with the Head of School / Headteacher for ensuring that all children with specific needs are appropriately supported to access the curriculum

Developing self and working with others

- Promote and protect the health, safety and welfare of pupils and staff
- Be responsible for promoting and safeguarding the welfare of children and young people within the school

- Support the development of collaborative approaches to learning within the school and beyond
- Participate as required in the selection and appointment of teaching and non-teaching staff, particularly when linked to behaviour
- To work collaboratively with the school's inclusion team including any external provision
- To work collaboratively with the school's Vulnerable Learners Provision team and work in partnership with other external agencies
- Be an effective member of the senior leadership team
- Contribute to the day-to-day effective organisation and running of the school

Securing accountability

- Support the staff and governing body in fulfilling their responsibilities with regards to behaviour
- Contribute to the reporting of the school's performance to the school's community and partners

Strengthening community

- Assist the Standards Officer in developing the practice, which promote inclusion, equality and the extended services that the College offers
- To attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties
- Promote relationships and work with colleagues in other schools and external agencies To deliver parent and community workshops in line with the school Improvement Plan

Specific tasks

- Have responsibility for the College's Behaviour policy; its development, maintenance and evaluation. This includes the following:
- Ensure that the College's policy is consistently applied throughout the schools
- Interpret and analyse data and provide monthly summary reports to the Head of School / Headteacher, senior leadership team, staff
- Manage a system of recording whole school behaviour, ensuring consistency across the school
- Work with core subject leaders and class teachers setting appropriate targets for the children with behavioural, emotional needs
- Manage any special arrangements for pupils during the end of Key Stage tests
- Assist teachers in the identification of children with behavioural needs, advising them on appropriate strategies

- Identify groups of pupils and individuals who are at risk of underachieving and devise strategies for raising their achievement, in partnership with others
- Present an annual report to the Senior Standards Officer on Behaviour
- Collaborate with other school leaders to oversee the school's behaviour records
- Support the Head of School / Headteacher and other colleagues in finding appropriate strategies to deal with behaviour difficulties and manage any resulting training needs
- Monitor and assist with the referral of children to the various support services and outside agencies and to liaise with them

These duties are neither exclusive nor exhaustive. Employees are 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.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification

Stage	Essential		Desirable	
Qualifications & Experience	E1	At least 3 years recent and relevant senior leadership experience in a Secondary school	D1	Experience of working with all year groups in KS3 & 4
	E2	Record of outstanding behaviour management practice with at least 5 years experience.	D2	Experience of leading staff and parent meetings
	E3	Evidence of leading and maintaining a whole school initiative linked to school improvement		
	E4	Evidence of successful behaviour leadership and involvement in school improvement planning		
	E5	Proven track record of raising standards and meeting challenging targets		
	E6	Experience of leading and managing a team, and of performance management		
	E7	Experience of child protection/safeguarding with up to date training or willingness to undertake training		
	E8	Experience of working with pupils with behaviour needs		
	E9	Experience of delivery training and support		
Knowledge & Skills	E10	Ability to communicate effectively with all members of the school community		
	E11	Ability to lead and manage an effective team, challenging and developing staff and pupils		
	E12	Effective behaviour management skills; able to coach others to develop their skills in this area		

	E13	Ability to lead, motivate and inspire others and to promote a positive school ethos		
	E14	Ability to accurately grade lessons, identify targets and support teacher development.		
	E15	Ability to identify and implement successful inclusion strategies for all children		
	E16	Ability to plan, organise and prioritise work in order to meet deadlines		
	E17	Able to analyse, interpret and respond to school performance data, identifying areas for improvement		
	E18	Excellent understanding of curriculum and pedagogical issues, including recent developments within the secondary phase		
	E19	Understanding of statutory and non-statutory frameworks		
	E20	Understanding of innovative and creative strategies that enable children to make excellent progress		
	E21	Thorough understanding of and commitment to equality of opportunity		
	E22	Knowledge of safeguarding and child protection issues		
Personal Characteristics	E23	Able to demonstrate resilience, and willing to face new challenges with enthusiasm and positivity		
	E24	Ability to work independently and on own initiative; take responsibility for own professional development		
Special Requirements	E25	An understanding of the Catholic ethos of NPCAT		