FIR VALE SCHOOL

 JOB DESCRIPTION

**Post Title: Behaviour Manager**

**Hours of work:** 37 hours per week, 41 weeks

**Salary:** Grade 7

**Responsible to:** Assistant Head Teacher – Behaviour and Well-being

**Responsible for:** Co-ordination of Academy Internal Exclusion Room (IER) and Reflection Room (RR) & Behaviour Support

|  |
| --- |
|   **Responsibilities include:** |
| 1. Management of the day to day running of the IER and RR so both areas run smoothly, efficiently and in line with Academy standards
2. To ensure there is swift and accurate communication regarding student attendance, issues identified, actions taken and evaluation of impact of both the IER and RR spaces
3. Co-ordination of interventions for students identified by year teams
4. Swift referral of students to support services and agencies to help them achieve higher standards of behaviour and progress
5. Work with external agencies to provide additional support for our most vulnerable students
6. Liaison with SEND team, Pastoral teams and Safeguarding to ensure students get back on track
7. Line manage Reflection Room staff, Administrative Officer and Deputy Behaviour Manager
8. Liaise with teaching staff to ensure students have appropriate and challenging work to complete in the IER.
9. Planning a rota for the IER and RR
10. Liaison with other schools to share and exchange provision, resources and expertise for mutual benefit
11. Support students’ personal needs including but not limited to their social, emotional health & hygiene development
12. Develop effective relationships with students, parents/carers, families, and the community that raise standards of student personal development, behaviour and welfare
13. Support and implement our school recognition and sanctions system.
14. Undertake supervision of students including before and after school, during lunch and other breaks as part of duty teams
15. Provide objective and accurate feedback and reports as required. Maintain accurate records for each student including interventions.
16. Supervision of students on visits, trips and out of school activities as required
 |
|  |

**Other**

As may be reasonably required in agreement with the Headteacher

*All the above duties and responsibilities to be carried out in accordance with Fir Vale School’s Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety*