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|  | **CITY of SHEFFIELD**  **JOB DESCRIPTION** |
| **CHILDREN AND YOUNG PEOPLE’S DIRECTORATE** | This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment |
| **SCHOOL** | **BENTS GREEN SCHOOL** |
| **POST TITLE** | **BEHAVIOUR MANAGER** |
| **ROLE PROFILE** |  |
| **JOB NUMBER** |  |
| **GRADE** | **6** |
| **RESPONSIBLE TO** | **DEPUTY HEAD** |
| **RESPONSIBLE FOR** | **Providing on-call and intervention support for Teaching and Support staff in line with the school’s behaviour policy.** |
| **HOLIDAY AND SICKNESS COVER** |  |
| **PURPOSE OF JOB** | * **To manage the ‘On Call’ system in school, monitoring and tracking of student behaviour.** * **To respond to ‘On Call’ incidents as they occur in school, deescalating situations quickly and effectively by responding to the individual needs of students.** * **To work with others in school to provide guidance and support to students who are in crisis** * **To act as a mentor for targeted students, providing intervention and support as required.** |
| **RELEVANT QUALIFICATIONS** | **GCSE or equivalent in English and Maths or other relevant qualifications or work experience.** |

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| **JOB DESCRIPTION FOR POST OF:- BEHAVIOUR MANAGER** |
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| **SPECIFIC DUTIES AND RESPONSIBILITIES** |

**The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.**

Comply with and assist with the policies and procedures relating to child protection, health, safety and security, confidentially and data protection, reporting all concerns to an appropriate person.

* To manage the ‘On Call’ system, including ensuring on call protocols and procedures are followed.
* To respond to ‘On Call’ incidents as they occur in school, deescalating situations quickly and effectively by responding to the individual needs of students.
* To debrief significant incidents and provide support and guidance to Tutor Teams to reduce the risk of further incidents and provide intervention as required.
* To support all staff in implementing our Trauma informed and Team Teach approaches and maintaining an attitude of unconditional positive regard for all students.
* To build relationships with students across school to be able to support them in their reflection of incidents as part of our Trauma informed Post Incident Learning strategy.
* Work within the Intervention and Behaviour Support Team to engage and influence young people with a view to the development of skills that equip them to be able to emotionally regulate and respond appropriately to challenges in school.
* To assist in the training of staff, including the induction of new staff.
* Work with others in providing day to day guidance and support for students that struggle to access the curriculum and be a point of reference for staff and parents as required.
* Liaise with others and provide information about students individual needs.
* Maintain regular contact with families/carers of children in need of extra support, keeping them informed of their child’s needs and progress and securing positive family support and involvement.
* Support tutor teams to record and identify patterns in students behaviour, using internal monitoring systems.
* Review and monitor significant incident forms, individual support plans and low level behaviour tracker, providing reports as required.
* Meet parents/carers to secure positive family support and involvement in their child’s learning.
* Carry out duties in line with published rotas.
* Attendance at parents’ evenings
* To advise the designated safeguarding lead and other staff of any relevant concerns regarding student well-being.
* Undertake any other reasonable tasks commensurate with the main purpose of the role.

**Other Duties.**

* Undertake professional developments as required and participate in the school’s annual professional development programme.
* To comply with the requirements of Health and Safety, other relevant legislation and school policies and to understand and comply with the school’s Equal Opportunities Policy.
* Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

**Physical Requirements**

* The successful candidate will be required to have good health and mobility.

**Development**

* Undertaking personal and professional development.
* Keeping abreast of changes in administration procedures relevant to school management including Child Protection responsibilities.
* Continually developing skills and knowledge relevant to improving admin support services within the school.
* Undertaking other duties and responsibilities as may be determined after negotiation between management, the post-holder and appropriate trade unions.

**Team Responsibilities**

All education support staff at Bents Green School are considered part of the overall support team and may be required to assist colleagues in other area from time to time.

To undertake any other duties and responsibilities, which do not change the character and purpose of the post, as may be determined after negotiations between management, the post-holder and the appropriate trade union.

Suggestions to amend/update this job description, which will lead to an improvement in the school’s and/or the department’s performance will always be welcome.

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| **ISSUE DATE: June 2023** |