

JOB DESCRIPTION

JOB TITLE: BEHAVIOUR MANAGER (PA and Seclusion responsibility)	
GRADE:	APT&C Points 21 - 25
LOCATION:	Moor Park High School and Sixth Form Moor Park Avenue, Preston, PR1 6DT
CONTRACT:	Fixed term – one-year project 37 hours per week Hours of work: Monday to Thursday - 8.15am – 4.30pm Friday - 8.15am – 4.00pm Term Time only – however there will be a requirement to work additional days (5 max) to meet the needs of the school as directed by SLT Lunch - 45 minutes, to be taken outside the official school lunch break
RESPONSIBLE TO:	School Business Manager and on a day to day basis the Deputy Headteacher – Behaviour and Inclusion
STAFF RESPONSIBLE FOR:	Not Applicable
JOB PURPOSE: <p>The postholder will be responsible for reducing the number of pupils who are persistently absent and reducing the rates of pupils re-offending in relation to seclusion and suspensions.</p> <p>You will be part of the Pastoral Team, responsible for the personal development and well-being of all pupils. You will liaise directly with the Deputy Headteacher – Behaviour and Inclusion (DHT) to support effective behaviour management in relation to persistent absence, seclusion and suspensions.</p> <p>You will have a key role in liaising with staff and parents and in developing and monitoring behaviour support programmes for individual and groups of pupils.</p> <p>To uphold the school ethos and to work within school policies and procedures in particular: Inclusion, Behaviour Management, Anti-Bullying and Racial Equality and Safeguarding.</p>	
Main Responsibilities and Duties: <u>Persistent Absence (PA)</u> <ul style="list-style-type: none"> • In liaison with the DHT you will provide identified support to targeted pupils and their families to raise attendance and help them to overcome barriers to attending school in relation to PA. • Be the main point of contact between home and school and build strong partnerships with parents/carers in relation to PA. • Work directly with pupils/groups of pupils and their families where their attendance needs to improve and provide information, guidance and support. • Maintain positive engagement with family members throughout the duration of interventions. • Work alongside Attendance, Pastoral and Safeguarding teams to deliver the best possible support for PA pupils. • Take practical measures to ensure identified pupils attend school regularly. • Follow up lack of response to first day contact and other forms of school contact. 	

- Home visiting or meeting parent/carers in school.
- Listen and work sensitively with parents in culturally appropriate ways.
- Liaise directly with the attendance team to ensure data and evidence knowledge is regularly updated and supports next steps and processes.
- Maintain regular contact with identified pupil's parents/carers to inform them of attendance progress.

Seclusion and Suspensions

- In liaison with the DHT you will support the school's policy and procedures in relation to internal and external suspensions, including the reintegration of pupils back into school following suspension.
- Responsible for the operational use of the seclusion room ensuring a positive learning environment.
- Liaise with staff to ensure high quality curriculum work is provided in a timely manner for pupils in seclusion and returning from suspension.
- Assist in the implementation of a range of strategies to re-engage and support pupils back into lessons including liaising with pastoral staff and parents/carers.
- Manage pupils' behaviour constructively, promoting self-control, self-reflection, resilience and independence.
- Identify the needs and assess those pupils requiring extra support and create and implement support plans for them.
- Work individually or with small groups of targeted pupils to develop their social and emotional skills, removing barriers to learning.
- Be the main point of contact between home and school and build strong partnerships with parents/carers.
- Work alongside Attendance, Pastoral and Safeguarding teams to deliver the best possible support for pupils.

Pastoral

- Support the pastoral care of all year groups when required.
- Be responsible for the movement and behaviour of pupils in the seclusion zone.
- Implement/support strategies that help remove identified barriers to learning.
- Ensure all pupils arrive to seclusion promptly.
- Keep appropriate records and paperwork to facilitate effective home/school communication and communication within school.
- Be involved in the school's On Call system in order to optimise the learning of all pupils.
- Adhere to codes of confidentiality in matters connected with home/pupil/staff/schoolwork.
- To ensure pupils attend whole school detentions.
- To provide effective supervision of pupils at breaks, lunchtimes and after school and provide activities as appropriate.
- Attend the school's programme of meetings and staff development opportunities as well as being available for parent's consultation evenings/days.
- Provide strong example in personal and professional standards.
- Be available to fulfil other duties such as follow-up meetings with parents and pupils, supervising pupils during examinations or other duties reasonably requested within the grading for the post.
- Attend daily afternoon de-briefs.
- Attend morning briefing sessions.
- Flexible approach to working hours.

OTHER

The above range of duties is not exhaustive but should be interpreted as generic guidelines of the range of duties to be undertaken. Other duties at the same level and of a similar nature may be interchanged or added to the list at any time following consultation and as the needs of the school dictate. Employees will be 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.

Employees are expected to take part in the appraisal process and attend appropriate skills training/performance development as required.

Employees are expected to work within school policies and procedures.

Employees are expected to support the ethos of the school.

Employees are expected to be aware of the confidential nature of issues related to home/pupil/teacher/school work in line with Child Protection, Safeguarding and GDPR.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Employees are expected to adhere to the standard dress code presenting a professional image to students, parents, governors and the wider community.

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Valuing Diversity – to accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the school.

Equal Opportunities - we are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Customer Focus - we put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Health & Safety - all employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment - this school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance – good attendance enhances the service delivered by school, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of School organisation and may change either as your contract changes or as the organisation of the School is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

Signature of post holder _____ Date _____

Signature of School Business Manager _____ Date _____