

## Ormiston Maritime Academy

### Post: Behaviour Manager

Location:	Ormiston Maritime Academy based
Salary:	OAT Grade 6, salary range ppt 20-25 (£31,586 to £35,235 FTE) (actual pro-rata £25,700 - £28,669)
Status:	Permanent
Hours:	35 hours a week term time plus 5 days
Responsible to:	Assistant Principal

### Purpose

To support students in the Academy by leading on a small team who run our removal rooms. This person will ensure the work set in this room is of sufficient quality and that the staff who work the rooms keep standards of behaviour high. The person appointed will also help supervise the students in the rooms.

## Main duties and responsibilities

### Targeted Support

- To manage the behaviour of pupils and work effectively with other staff to overcome behavioural obstacles to learning
- Lead the management of pupil behaviour in the removal rooms
- Responsible for the supervision of individual or small groups of pupils to provide, advice, motivation and support on behaviour and welfare issues
- Advise senior management team in the production and implementation of whole school plans, initiatives and strategies to improve pupil behaviour
- Be able to communicate with parents/carers about their child's behaviour

### Systems, Policies and Procedures

- Develop practices to engage student support in modifying unacceptable pupil behaviour
- Adherence to safeguarding requirements as well as health and safety

## Team Involvement

- Will manage other support staff that provide support to pupils in the removal rooms

## Building Professional Relationships

- Provide advice and support to staff they line manage
- Liaise with relevant senior management with regard to any safe-guarding concerns
- Liaise with teaching staff to provide particular support to targeted pupils to raise achievement, behaviour and/or attendance and to help them overcome barriers to learning

## Record Keeping and Information Management

- Maintain reports of students who attend the removal room.

## Problem Solving and Decision-Making

- Required to interpret complex information and situations and solve difficult problems and develop solutions
- Access to line manager for serious problems

## Knowledge, Skills and Experience

- Knowledge and skills equivalent to national qualifications at level 3 plus knowledge of procedures, practices and techniques for behaviour management (or equivalent)
- IT and keyboard skills
- Knowledge and compliance with policies and procedures relevant to health and safety and child protection

## Physical Demands and Working Conditions

- Normal physical effort and may carry minor loads
- Work is in a classroom

## General Responsibilities

- Be aware of promote and comply with policies and procedures relating to safeguarding, child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, and support, differences and ensure equal opportunities for all.
- Maintain confidentiality of information acquired in the course of undertaking duties.
- Ensure that work is completed in compliance with relevant legislation and procedures relating to this role.
- Ensure GDPR principles are embedded in normal working practices.

- Post holders may be required to work flexibly in order to meet the business needs. All staff are required to partake in performance management and training activities.
- The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Academy's responsibilities towards safeguarding.
- The Trust expect that employees deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Academy's Code of Conduct and the equality policy objectives

#### DBS

- An enhanced disclosure and barring check will be a requirement of the post.

# Person Specification

Attributes tested by Application, Interview, Task and References	
<b>Qualifications &amp; Experience</b>	<b>Essential E/ Desirable D</b>
5 good GCSEs including Maths & English Grades A*-C or equivalent.	E
Educated to NVQ L3 in related area qualification or other discipline that aligns with job role or equivalent experience.	D
Experience of line management	D
Experience of working within a school environment	D
Experience of managing own workload to meet conflicting demands and deadlines	E
Effective working with children/young people and their families	D
Effective working with children with educational, emotional and behavioural difficulties	E
A willingness to develop a range of approaches to assist in engaging with young people, and their families, and to encourage them to engage with the learning process	E
Ability to develop positive relationships with individual students and groups and empathise with them and sensitivity to the needs of children/families from all groups	E
Caring skills and the ability to work positively with students physical and emotional needs, without confrontation	E
Able to maximize identified learning aims by ensuring that educational and hygiene programmes are maintained at all time under the direction of the line manager	E
Previous experience of working with 11 -16 year olds	D
Awareness of the regulatory framework relevant to schools and students	D
Awareness of the education process and the national curriculum	D
Good interpersonal skills and confident communicator	E
Good administrative, practical and ICT skills	E
<b>Skills and Abilities</b>	<b>Essential E/ Desirable D</b>
Ability to work positively with families and to engage their support in improving behaviour and making progress	E
Able to communicate in a clear and concise manner both on the telephone and face to face, who can effectively convey information at an appropriate level.	E
Ability to complete work to the required standards and to agreed deadlines.	E
Ability to develop and maintain effective working relationships with a wide range of people.	E
Excellent organisational, communicating and problem-solving skills, with the ability to use own initiative and work proactively both in a team and independently.	E
Demonstrates a flexible approach to work to enable effective delivery of service.	E
<b>Other Attributes</b>	<b>Essential E/ Desirable D</b>
Proactive, flexible and adaptable.	E
Punctual and conscientious.	E
Prepared to challenge non-compliance.	E
Discretion, tact and confidentiality always.	E

Attributes tested by Application, Interview, Task and References	Essential E/ Desirable D
Qualifications & Experience	
Good time management and the ability to prioritise workload.	E
Able to work under pressure and to deadlines and deliver excellent attention and produce accurate results.	E
Evidence of successful team working.	E
Calm in a crisis to bring about resolution.	E
Ability to adapt to changes in the workplace.	E
Understanding and commitment to the safeguarding of children.	E
Commitment to the school ethos and aims.	E
Commitment to equal opportunities.	E
Accurate and fluent spoken English.	E
A commitment to safeguarding and promoting welfare for all.	E
Exemplary levels of integrity.	E