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|  | | **Behaviour Support Manager**  **Grade 6, point 18 - £30, 559 FTE**  **37.5 hours per week / 39 weeks per year** |
| **Core Purpose** | | |
| To have a profound and positive impact on the climate for learning  To provide support for the needs of students, so that they can all access the full curriculum  To provide support that significantly enhances the personal development of students  To act as a visible, reliable and integral part of the team who makes a positive difference to students and staff  To demonstrate a passion for learning and professional development | | |
| **Qualities, Qualifications, Knowledge and Skills** | | |
| * Excellent communication skills * Work constructively and effectively as part of a team * Leading by example * Support staff to work confidently and effectively * Full working knowledge of relevant polices/codes of practice * Act with integrity, maintaining confidentiality at all times * Ability to relate well to children of all ages, their families and professionals | | |
| **Responsibilities and tasks** | | |
| **Climate and culture**   * To contribute to and lead the management of social time for students as part of the Duty Team * To develop alternative pathways to support students who are at risk of exclusion including ATS (Alternative to Suspension) * To lead on student reports * To lead on the detention system including the management and monitoring of lateness. Triage parent queries and lead on all admin related to detentions. * Liaise and support the attendance officer to address any concerns related to behaviour/attendance/punctuality. * To maintain a positive climate for learning for students * To support teaching staff so that they can focus upon the core business of raising achievement * Act as a source of support, advice and expertise for staff * Encourage a culture of listening to children and taking account of their wishes and feelings * Liaise with subject teachers to share strategies for supporting underachieving students * Providing support to form tutors and empowering them with information to support all students * To complete relevant referrals to external agencies, as required   **Student support**   * To construct, monitor and review individual action plans for underachieving students * To build supportive relationships with parents and to coordinate parent workshops and updates home to enable them to manage behaviour * To undertake training to become a member of the safeguarding team as Deputy Safeguarding Lead * To mentor, support and/or coach identified groups of students * Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including students with educational, physical or emotional special needs * To undertake ‘Thrive’ training and to implement targeted interventions to support the social, emotional and mental health of assigned students * Deploy specialist skills to foster the social, emotional and mental health development of students * To monitor the achievement of key students across the curriculum * Ensure all relevant parties are consulted and informed about student progress, including parents * Undertake home/alternative provision visits where required. | | |
| **Generic Responsibilities:**   * To undertake any reasonable duties as requested by the Line Manager | | |
| **Supervisory Responsibility** | To be confirmed following appointment | |
| **Line Manager:** | College Leader | |