



<b>TITLE:</b>	Deputy Manager Behaviour for Learning
<b>GRADE:</b>	G7 (SCP 12-20)
<b>RESPONSIBLE TO:</b>	Senior Leader – Inclusion
<b>PURPOSE OF THE POST:</b>	To support the BfL Manager in ensuring the efficient operation of the Behaviour for Learning system, including administrative, pastoral, and community liaison functions. Assist in leading the BfL team and promoting its ethos to students and parents/carers.

**DUTIES AND RESPONSIBILITIES/KEY TASKS:**

**Key Areas:**

1. Management
2. Student Welfare
3. Human Resource Management

**Main Duties**

**1. Management**

- Assist in developing and implementing the vision for Inclusion and Behaviour Management.
- Support the on-call and detention systems, maintaining a high profile to ensure appropriate student behaviour.
- Conduct investigations into breaches of the School's Discipline Code, liaise with parents/carers, and maintain records of interventions.

**2. Behaviour for Learning Role**

- **Team Participation:** Support the Behaviour Team in implementing the vision for Inclusion and Behaviour Management.
- **Daily Operations:** Assist with the on-call system, senior on-call, and detention system.
- **Detention Management:** Supervise, track, and monitor detentions.
- **Investigations:** Conduct investigations into breaches of the School's Discipline Code, as requested, and collate statements.
- **Record Keeping:** Maintain records of interventions with students, calls, and meetings with parents/carers.

**3. Student Welfare**

- Discuss sensitive issues with parents/carers regarding behaviour, uniform, equipment, or attendance.
- Follow Child Protection procedures and support the Designated Safeguarding Lead.
- Maintain regular contact with parents/carers of students needing extra support and promote positive behaviour management strategies.

#### **4. Human Resource Management**

- Provide input on the implementation of Behaviour for Learning and assist with related training.

#### **Miscellaneous**

- To participate in personal annual review process.
- To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- To co-operate with the employer on all issues to do with Health, Safety and Welfare.
- To undertake such other reasonable tasks that the Headteacher may occasionally reasonably request.

**37 hours per week term time only. Daily hours to cover the school working day.**

All employees contribute to the safety and wellbeing of the children and young people in the school.

This job role sits alongside the requirement for staff to abide by all school policies and relevant national and local requirements including terms and conditions and national standards. This job profile is not exhaustive and the post holder may be required to undertake other duties as necessary and appropriate.

Note: 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.

**All posts at the school are subject to a six month probationary period. Confirmation of the position is subject to satisfactory completion of this period.**