



THE CONSORTIUM
ACADEMY TRUST

Shaping Positive Futures

Positive Discipline Manager

We know from experience that things change throughout the lifetime of a role and so this job description isn't a list of everything you will do – this gives our people the chance to play to their strengths.

How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!

We are always looking for someone who can contribute to our growth. More than anything, we are looking for a team player who puts their heart in to their work. We have some core values that run through everything we do, and we'd love it if they resonate with you too.

About the role...

Main purpose of the role:

The daily management of a safe and productive environment to manage student behaviour, often in challenging circumstances. Supporting the students to reflect on their behaviours and make more positive choices in future.

Oversee and manage the systems in place to support Positive Discipline (PD) across the entire school (both sanctions and rewards) to ensure that strategic decisions are well informed, and evidence based, while maintaining effective communication with all stakeholders.

General Tasks:

The Positive Discipline Manager is appointed by Holderness Academy and though the development priorities of the Academy must take precedence, the Trust is committed to school-to-school support across the region and beyond and, where possible, there may be opportunity for work outside the organisation.

- Maintain up to date information on student behaviour records, detentions, and internal exclusions
- Use the system to identify where individual students are in relation to the escalating sanctions on the PD System
- Maintain accurate records to ensure that analysis and evaluation of the impact of the PD system is robust
- Update/collate/produce quality work for students in internal exclusion
- Support the on-call system in dealing effectively with incidents, taking statements etc. and providing daily pick-up lists
- Contact parents in relation to students in isolation and detention to maintain effective communication between home and school
- Crisis management of the students likely to be placed in internal exclusion
- Proactive work with students to prevent a return to internal exclusion
- Maintain accurate registers and inform the Attendance Officer of attendance issues/absence daily to ensure all students are safeguarded
- Communicate with staff at all levels regarding students in internal exclusion
- Ensure staff attendance and maintenance of appropriate supervision in both internal exclusion and in detentions
- Take responsibility for items confiscated by staff, to include mobile phones and jewellery, maintaining appropriate records

- Complete all the administration support in relation to the whole school strategic behaviour system
- Provide lunchtime and daily cover for the Reflection Area to ensure consistency in application of systems and processes
- Ensure the area is an effective and productive learning environment, which is tidy and safe for students and staff
- Monitor the live behaviour in schools using the behaviour system, directing on-call staff as required
- Supervise and register the arrival of students at afterschool detentions, including the Headteacher Detention, and endeavour to resolve non-attendance issues
- Provide frontline support and contact for students, staff and parents with the PD systems and processes
- Attend and provide relevant contributions to Pastoral team meetings

Key accountabilities:

General Tasks

- Take an active role as a member of staff within Holderness Academy & Sixth Form College, ensuring that the school is a safe and welcoming environment for all staff, students, parents, and visitors.
- Provide a role model and actively engage in the Restorative ethos of the Academy Trust.
- Work flexibly when required should support be needed outside of school hours.
- Undertake additional duties and responsibilities commensurate to the role.

Specific Responsibilities

- Analyse and interpret data
- Support training sessions for staff in developing their understanding of the PD System and its impact
- Assist with the Monitoring and Evaluation of relevant data sets
- Issue letters to parents and organise work for any student identified as fixed term excluded
- Coordinate appropriate work and provide administrative support for requirements related to students who are identified as permanently excluded

Managing Student Welfare

- Maintain a calm and positive environment in which students can learn and which is conducive to good behaviour
- Promote positive values, attitudes, and behaviours to students
- Challenge and motivate students to promote and reinforce high levels of self-esteem
- Ensure student welfare is secure and students feel safe in school
- Contribute effectively to the development of the Academy Vision and Ethos
- Contribute to the consistent implementation and review of relevant policies
- Take an active role with regard to safeguarding and child protection of all young people
- Work in line with policies to manage risk for the organisation

Managing people

- Develop positive and respectful relationships with students to support them in managing their behaviour in line with the PD Policy
- Ensure students are aware of the procedures and expectations whilst isolated and when necessary, reinforce the reason for the sanctions
- Provide feedback and encouragement to students in relation to their progress whilst in reflection
- Support staff with procedural and policy related enquiries
- Provide regular information to the Headteacher regarding updates on behaviour interventions and PD systems and policy, as required
- Take into account Health and Safety issues to ensure risk is managed for staff and students

Managing resources

- Ensure that Academy financial systems are adhered to
- Ensure the PD workspace for students, staff and the office, is well resourced and tidy providing a safe and positive learning environment

Other

Holderness Academy & Sixth Form College has high expectations of all its employees to ensure that they provide a professional service to our young people and the community.

Appraisal Targets will be aspirational and set on an annual basis in discussion with the Line Manager.

This Job Description is intended to highlight the main responsibilities and expectations for the post holder and is not the entirety of what a member of staff may reasonably be required to complete in line with the priorities of the organisation. Neither is it intended to highlight the amount of time which should be spent on each task.

As a member of staff of The Trust

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance
- Role model high levels of literacy and numeracy including modelling appropriate language
- Aspire to develop own professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of all sites across the Trust
- Contribute to systems of evaluation and performance of the organisation positively

About you...

This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:

Qualifications and Training

Essential

- GCSE (A-C / 5-9) in English and Maths
- First Aid Qualification (or willingness to train)
- ICT qualification

Desirable

- HLTA qualification or similar
- Safeguarding qualification
- Trained in behaviour management
- Trained in use Arbor (MIS)

Evidenced by application form and certificates.

Experience, Knowledge and Skills

Essential

- Knowledge of current safeguarding practices
- Experience of working with young people
- A clear understanding of the factors which lead to education disaffection
- Knowledge and understanding of strategies to remove barriers to learning
- The ability to find creative and imaginative solutions to problems
- Ability to establish good professional relationships with students and colleagues
- Commitment to own learning
- Ability to work effectively in a team and contribute to its success
- Experienced in problem solving
- Ability to establish good professional relationships with students and colleagues
- Appropriate awareness of health and safety in relation to area of work

Desirable

- School Experience
- Experience of working with parents/carers
- Multi Agency Working

Evidenced by application form, interview and references.

Values and Personal Competencies

Essential

- Exceptional communicator
- Analytical
- Emotional intelligence
- Organised
- Reliable
- Self-motivated
- Resilient
- Patience
- Commitment to own learning
- Willingness to be involved in the wider life of the Academy

Desirable

- Positive mental attitude
- Ambitious
- Creative

Evidenced by application form, interview and references.

- Committed to the values and vision of the Trust.
- Team focused with the ability to work independently and take initiative.
- Committed to equality, diversity and inclusion.
- Strong morals, ethics and sound judgement.
- A role model of the Trust's Values.