



ST WILFRID'S RC COLLEGE

JOB DESCRIPTION

POST TITLE: Behaviour Support Manager
GRADE: SCP 28
RESPONSIBLE TO: Deputy Head Teacher Pastoral

Overall Objectives of the Post:

Under the instruction/guidance of senior staff: The post holder would be expected to lead, offer and develop expertise in supporting pupils with behaviour (including truancy and poor attendance) within the behaviour support unit and around the school.

This post will be important in realising our philosophy in terms of overcoming barriers to learning and addressing those students with repeated or serious poor behaviour to enable pupils to access learning in the classroom.

Key Tasks of the Post:

1. Organisation – You will provide an efficient and effective organisation of the behaviour support unit.

- Manage action planning, target setting and monitoring of progress of individual pupils within the Behaviour Support Unit;
- Review the progress of the pupils within the behaviour support unit, keeping accurate and appropriate records;
- Devise, implement and deliver (with colleagues as appropriate) programmes of personal development for the pupil whilst in the behaviour support unit;
- Devise, implement and deliver (with colleagues as appropriate) focussed and appropriate intervention programmes to support pupils in improving their learning whilst in the behaviour support unit and in the transition back into lessons.
- Devise, implement and deliver (with colleagues as appropriate) focussed and appropriate intervention programmes to support pupils in improving their behaviour in the transition back into lessons.
- Devise, implement and deliver (with colleagues as appropriate) focussed and appropriate intervention programmes to support pupils in improving their attendance or truancy, in liaison with the pastoral team;

2. Day to Day Running of Behaviour support unit. – You will provide an efficient and effective coordination of resources within the behaviour support unit.

- Work alongside other staff in school, especially the pastoral team and other agencies to deliver high quality and effective behaviour support;
- Maintain good communication with all staff on an individual or whole school level;
- Participate in transition activities and strategies for pupils moving from primary school;
- Establish and maintain links with established 'good practice' Behaviour Support Units within the trust and beyond.
- Manage the provision for pupils with Internal Exclusion ensuring it is in line with subject curricula.
- Manage behaviour modification activities for pupils in the Behaviour Support Unit;
- Manage the preparation and dissemination of resources from all departments within the school.
- Manage the behaviour records in the Behaviour support unit, analyse the data gathered and disseminate information to appropriate staff;
- Provide support across the school as required, to support management of pupils across the whole site.

3. Responsibilities – You will contribute to the overall school's achievement of its objectives. You will:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.
- Provide support and guidance and supervision to staff that may come under your responsibilities.
- The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to obtain an Enhanced Certificate of Disclosure.
- Carry out any additional duties which may be required of you by your line manager or the Headteacher

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: MPE

Date: DEC 2024