



# Emerson Park Academy

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## JOB DESCRIPTION

Job title: Behaviour Support Manager

Reports to: Assistant Head Teacher

Grade: Scale 4 Points 7 - 10

Staff managed (if any): None

### Job Purpose and Context

- To undertake the day to day operation of the Isolation Room under the guidance of the Assistant Head Teacher responsible for behaviour.
- The administration of school processes, procedures and policies relevant to the Isolation Room.
- To support pupils who have seriously breached school policy or who are being reintegrated by the local authority following managed moves or exclusions from other LA schools.
- To support these pupils in their return to mainstream classes through the delivery of a reflective programme and/or curriculum scheme of work.
- Disseminate good practice in behaviour across the school.
- To support the Assistant Head Teacher responsible for behaviour with administrative tasks.

### Roles and Responsibilities

1. Deliver behaviour management and/or reflective programmes as relevant for individual pupils an/or groups of pupils.
2. Work proactively with pupils in the Isolation Room in understanding and completing reflective programmes with a view to reducing further incidents of breaches of school rules.
3. Establish productive working relationships with pupils in the Isolation Room, acting as a role model and setting high expectations.
4. Promote and maintain an orderly and calm working environment, including supporting the school's behaviour policy.
5. Support the Assistant Head Teacher responsible for Behaviour in helping pupils return to mainstream classes, identifying strengths and areas for further development.
6. Be responsible for collecting resources from faculty areas to support the learning of pupils placed in the Isolation Room and implement the planned programme of return to mainstream classes where appropriate.
7. Support the Assistant Head Teacher responsible for Behaviour in the development of resources to promote reflection and the personal and social development of pupils in the Isolation Room.
8. Support the Assistant Head Teacher responsible for Behaviour with information needed for reviews of pupils who have attended the Isolation Room.
9. Maintain regular contact with the parent/carers of pupils in the Isolation Room.
10. Be responsible for the storage and maintenance of Isolation Room resources to include recording the booking in of pupils to the Isolation Room.
11. To maintain and help develop accurate Behaviour Management computerised management information system and/or paper based filing system to enter, record and retrieve specialist data and supply information in response to requests.

12. Produce weekly detention report and liaise with relevant staff where appropriate follow up action has not been taken.
13. Produce letters and documents relevant to the role, using word processing software.
14. Be competent in the use of computer applications, for example, word processing, spreadsheets, databases, production of presentations and promotional material.
15. To take appropriate action to identify, evaluate and minimises any risks to health, safety and security in the immediate workplace.
16. To complete any training required to improve and develop performance to carry out the roles and duties of the post.



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## Person Specification – Behaviour Support Manager

Skills and Abilities	Essential	Desirable	Assessed by
Ability to organise one's own work, to prioritise tasks and keep to deadlines	√		Application & interview
Ability to work independently.	√		Application & interview
Awareness of sensitive information and the need for confidentiality	√		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	√		Application & interview
Ability to communicate and interact effectively with adults and young people	√		Application & interview
The ability to successfully promote relevant policies	√		Application & interview
The ability to apply ICT skills to the needs of the job	√		Interview
Ability to demonstrate respect for students and be able to listen to their views	√		Application & interview
Ability to develop and maintain good working relationships with pupils, teaching and non-teaching colleagues, parents, governors and others associated with the school	√		Application & interview
Ability to mediate, arbitrate and negotiate in appropriate circumstances	√		Application & interview
Ability to communicate effectively with different audiences, orally and in writing	√		Application & interview
Ability to successfully build teams, motivate others, contribute to staff development, delegate, manage time, chair meetings.	√		Application & interview
Ability to deal effectively with behaviour management issues	√		Application & interview
<b>Knowledge</b>			
An understanding of health, safety and security issues and relevant legislation affecting schools		√	Application & Interview
A background understanding of the relevant aspects of "Every Child Matters" requirements/issues	√		Application & interview
<b>Qualifications and Experience</b>			
Willingness to successfully complete the range of training relevant to the job	√		Application & Interview
Relevant experience of supervision and management of pupils.	√		Application & Interview
GCSE at level A – C in English and mathematics or equivalent	√		Application