## JOB TITLE: Behaviour Lead

**REPORTS TO:** Headteacher

## BAND: Thurrock Grade C

**JOB PURPOSE**

To complement the professional work of teachers by ensuring that the behaviour related policies of the school are carried out and provision for children with behaviour needs is of high quality. To implement agreed work programmes with individuals or groups, in and out of the classroom. Establishing and maintaining productive working relationships with pupils, acting as a role model and mentor. All the duties outlined are carried out under the general direction of the head teacher.

**KEY ACCOUNTABILITIES**

* Commitment to the Trust and school’s vision and values;
* To maintain awareness of and commitment to the Trust’s Equality and Diversity in Employment Policy in relation to both, employment and service delivery and to observe of conduct which prevents discrimination taking place;
* To comply with all Trust policies and procedures including the Code of Conduct, Safeguarding Policy and E-Safety Policy;
* Undertake safeguarding training at least annually, with further updates as required;
* To fully comply with the Health and Safety at Work Act 1974, the Trust’s Health and Safety Policy and all locally agreed safe methods of work;
* To work with colleagues to achieve service plan objectives and targets;
* To participate in the Performance Management Procedure and contribute to the identification of team development needs; and
* At the discretion of the Head Teacher, such other activities as may from time-to-time be agreed and are consistent with the nature of the job description herein.

**PRINCIPAL ACCOUNTABILITIES**

* To support the provision for behaviour management across the school through implementing the policies of the school in order to ensure the school is safe, calm and pupils behave well.
* To access the needs of the pupils and use the detailed knowledge and specialist skills to support pupils learning and positive behaviour development.
* To develop intervention work in relation to behaviour needs of the children.
* Work closely with the Headteacher, Senior leadership team, and teachers to ensure continuity of behaviour provision throughout the school.
* Undertake line management of behaviour support LSA’s as required.
* Provide levels of individual behaviour support to pupils including those with special needs.
* Receive and supervise excluded from, or otherwise not working to a normal timetable.
* Attend to pupil’s personal needs and provide advice and assist in their social care, health and hygiene development.
* Develop and implement individual education/behavioural/support/mentoring plans and behaviour management strategies.
* Lead one to one mentoring arrangements with pupils and provide support for distressed pupils.
* Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance.
* Work closely with teachers and support staff offering support, advice and strategies to classroom behaviour.
* Challenge and motivate pupils, promoting and reinforcing self-esteem.
* Provide objective and accurate feedback and reports to other staff on pupil’s behaviour and other matters as requested.
* Responsible for keeping and updating records as agreed, contributing to review systems/records as requested.
* Establish constructive relationships with parents/cares including the exchanging of information and facilitating their support for their child’s behaviour
* Manage appropriate clerical/administration support e.g phone calls: dealing with correspondence and compilation of data/information on behaviour and exclusions.
* Maintain accurate records of behaviour.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

I confirm that I have read and understood, and that I accept, the above job description:

Signature : …………………………………… Date: ……………… Name in full ……………………. …….

**Behaviour Lead Person Specification**

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| **General heading** | **Detail** |  |
| **Qualifications & Experience** | Specific qualifications & experience | An excellent knowledge of working with children of a primary school age.  Experience of working with children and young people for a minimum of three years across a range of ages including EYFS.  Ability to organise own workload and demonstrate, initiative and creativity. |
| Knowledge of relevant policies and procedures | Basic knowledge of First Aid and understanding of the School  Knowledge of relevant school policies for example Child Protection, Health and Safety and Equal Opportunities. |
| Literacy | Good reading and writing skills |
| Numeracy | Good numeracy skills |
| Technology | Knowledge of basic ICT to support learning  To have a good working knowledge of applications including SIMS, Microsoft word and Excel. |
| **Communication** | Written | Experience of producing accurate and up-to-date records and reports as required.  Experience of developing efficient record keeping systems. |
| Verbal | Ability to communicate with a range of audiences including other employees within the school, pupils and parent.  Ability to listen effectively |
| Languages | Experience of enabling children and young people to overcome barriers to learning and achievement. |
| Negotiating | Experience of supporting and engaging children and young people in order to ensure access to the whole curriculum. |
| **Working with children** | Behaviour Management | Understand and implement the school’s behaviour management policy  Ability to respond proactively to unexpected problems and situations. |
| SEN | Ability to understand and support children with developmental difficulty or disability |
| Curriculum | Good understanding of the school curriculum  Knowledge of literacy/numeracy strategies |
| Child Development | Good understanding of the general aspect of child development  Ability to assess progress and performance |
| Health & Well being | Understand and support the importance of physical and emotional wellbeing |
| **Working with others** | Working with partners | Understand the role of others working in and with the school  Understand and value the role of parents and carers in supporting children |
| Relationships | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
| Team work | Ability to work effectively with a range of adults |
| Information | Know when, how and with whom to share information  Ability to show sensitivity and objectivity in dealing with confidential issues.  Ability to follow instructions accurately |
| **Responsibilities** | Organisational skills | Good organisational skills  Ability to remain calm under pressure |
| Line Management | Ideally have experience of managing other people.  Experience of identifying work priorities and managing own workload to meet deadlines whilst monitoring the workload of others for whom they may be responsible. |
| Time Management | Ability to manage own time effectively |
| Creativity | Demonstrate creativity and an ability to resolve routine problems independently |
| **General** | Equalities | Awareness of and commitment to equality |
| Health & Safety | Basic understanding of Health & Safety |
| Child Protection | Understand and implement child protection procedures |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| CPD | Be prepared to develop and learn in the role |