

Whickham School and Sports College



JOB DESCRIPTION

POST: BEHAVIOUR INCLUSION SUPPORT MANAGER

GRADE: Grade I (SCP 34 – 37 £30, 756 – £33, 136) pro rata to term time

Purpose of the post and main scope of responsibility:

Whickham is a school at the heart of the community. It is a place in which everybody is valued and where learning is cherished in a safe, caring and supportive environment. A school where everyone is inspired to be the best they can be. The Behaviour Support Manager will coordinate the work of the Behaviour Support Team in order to implement the programmes agreed with pastoral staff for individuals and groups, who need particular help to overcome barriers to learning. The Behaviour Support Manager will be based in Behaviour Inclusion Support with pupils who are not working to a usual school timetable.

Responsible to: Deputy Headteacher Pastoral

Hours of Work:

- 37 Hours per week. 8.30am – 4.30pm (4.00pm on Fridays)
- Term time.

MAIN DUTIES

Purpose of the post and main scope of responsibility:

- To coordinate the arrangements for pupils excluded from, or otherwise not working to, a normal timetable.
- To participate in the assessment of pupils to determine and implement Education / Behavioural / Support strategies.
- To be an advocate of Restorative Approaches when dealing with pupils.
- To manage the Behaviour Support team so that productive working relationships can be established with all pupils in BIS which will enable achievement and progress to be made.
- To manage the Behaviour Support team so that productive working relationships can be established with all staff in school which will enable achievement and progress to be made by pupils.
- To feedback and report on student responses, achievement and progress in pastoral meetings and to staff and parents.
- To coordinate the support individuals or small groups of pupils are given who are experiencing behavioural difficulties.
- To liaise with teaching staff in planning and adjusting learning activities as appropriate.
- To coordinate student access to learning using appropriate strategies and resources.
- To coordinate the provision of feedback to pupils in relation to progress, achievement, behaviour and attendance.

- To coordinate the reintegration of pupils from the centre back into school and a return to lessons.
- To create to IBP's and IEP's for identified pupils.
- To offer teachers support and advice and to model approaches that help children manage their emotions, social skills and behaviour more effectively.
- To liaise with parents, teachers and other professionals/agencies about children's progress.
- To keep records of children's responses to behaviour change programmes.
- Be responsible for writing reports on pupil's work, behaviour and attitude within BIS and liaising closely with pastoral staff regarding these reports.
- To complete follow up work with pupils in school who have been reintegrated into normal lessons.
- To carry out home visits when necessary.
- To carry out parental meetings when necessary.
- To report Half termly to the Deputy Head Pastoral.

OTHER DUTIES

- To adhere to working practices, methods and procedures and to undertake relevant training and development activities and to respond positively to new and alternative systems.
- To be responsible for ensuring the Health and Safety of pupils.
- Establish a good working relationship with pupils.
- To carry out Restorative Chats / Conferences where necessary
- Challenge and motivate pupils promoting and reinforcing self esteem.
- Implement supervision of pupils out of school hours as directed.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to line manager.
- To carry out any reasonable request made by the Headteacher or line manager

STAFF DEVELOPMENT

- To continue the process of professional development through general work within the school and undertaking relevant in-service training.
- To undertake training relevant to the role performed

GENERAL

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. To carry out any reasonable request made by the Headteacher or line manager.
3. No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.