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| **FBECLogoHighRes**  **Ferryhill Business and Enterprise College** | |
| **Job Title:** | Behaviour Management Assistant |
| **Grade:** | Grade 4 – Point 5 - 8 |
| **Hours:** | Term Time only – 37 hours per week |
| **Line Manager:** | Head of School |
| **Reporting on a day to basis to:** | Learning Co-ordinators |
| **Main Duties and Responsibilities:** | |
| * To monitor the day-to-day behaviour during the school day and provide an immediate response to emerging problems for all year groups. * To monitor the behaviour in designated year group/s. * To ensure appropriate investigations are carried out where issues arise leading to a resolution. * To take action to improve the behaviour of individuals or classes within designated year group/s so that all students make at least expected progress. * To set up and manage behaviour support plans. * To set up and manage behaviour reports. * To maintain regular contact with parents in relation to behaviour, including phone calls and face-to-face meetings. * To keep appropriate records of communications with parents in line with agreed policy and procedures. * To supervise after-school detentions. * To support the enforcement of school sanctions in line with the school policies. * To supervise students during students’ breaktime and lunchtime as directed. * To supervise students after school in other contexts e.g. isolation. * To liaise with teachers, tutors, LCOs, DoLs, SENCO and Student Support, attending meetings as required. * To maintain uniform standards in line with policy. * To ensure that all students have equipment. * To ensure students are punctual at all times. * To monitor attendance of students. * To investigate and resolve issues regarding bullying and friendships. * To contribute to restorative behaviour programme. * To support students to re-integrate into lessons following behaviour support.   **The above duties and responsibilities are not an exhaustive definition of all tasks associated with the post. These duties may vary from time to time without materially affecting the level of responsibilities or character of the post and this is reflected in the grading.** | |