

Job description

Location:	Bexleyheath Academy
Job title:	Behaviour Intervention Manager
Hours of work:	37
Weeks per year:	39
Reports to:	SLT link

Purpose of the role

The Behaviour Intervention Manager is responsible for looking after the welfare of students and supporting the Senior Leadership Team in building and maintaining a disciplined, yet caring ethos across the school. The Behaviour Intervention Manager will also be expected to promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

- To manage the seclusion and triage room where students will complete their sanctions for incidents that occur during the academy day.
- To be the first point of contact and liaison between families and other children's agencies, such as social services or child health.
- To be friendly, helpful and welcoming to parents/carers and others visiting or making contact with the Academy.
- To provide a good role model for students.
- To develop a relationship with students, which is professional, firm, fair, caring and friendly.
- To monitor behaviour, emotional and social issues within all year groups and make positive interventions when necessary.
- To monitor attendance and truancy issues and devise and implement intervention strategies to improve these issues. This includes first-day phone-calls.
- To communicate any behaviour issues with parents prior to the student being released from school.
- To work with the Senior Leadership Team to ensure the timely provision of all exclusion documentation.
- To ensure that sufficient and appropriate work is made available to parents/carers during a student's exclusion.
- To work according to the rota approved and published by the Senior Leadership Team
- To work in a collaborative atmosphere and support colleagues wherever possible.
- To collate student detentions.
- To collect students as required for detentions.
- To identify personal issues that are affecting student performance at school and share this information with relevant staff.
- To create and implement behaviour plans and monitor their success.
- To provide support to students in integration issues within their wider social environment.
- To initiate contact with other agencies on behalf of the school and parent/carers and to liaise with all parties on a regular basis.

- To represent the school when requested at inter-agency or other professional meetings where required.
- To ensure the maintenance of accurate and up to date student information on the academy's management information system and in pupil records.
- To be accountable for implementation of a positive ethos within year groups and promote a positive behaviour code for students within these groups.
- To work with vulnerable groups where directed.
- To act as a key worker for students as and when appropriate.
- To create and implement mentoring systems within the school.
- To drive forward innovation within the pastoral team.
- To identify and adopt best practice across the school in all areas of pastoral care.
- To actively work with other senior management in school promotion strategies, in particular to include prospective students, parents and staff at local primary schools

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendments at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the Academies Enterprise Trust at the reasonable discretion of the Chief Executive Officer.
5. The job description does not form part of the contract of employment. It describes what the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Post holder may deal with sensitive materials and should maintain confidentiality in all Academy related matters

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

Person Specification

Job Title: Behaviour Manager

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> No essential formal qualifications 	<ul style="list-style-type: none"> English and Mathematics at the appropriate GCSE/O-level pass mark
Knowledge/Experience	Specific knowledge/experience required for the role	<ul style="list-style-type: none"> Direct experience of working with children Ability to use data to analyse performance and manage interventions Understands how to plan lessons with challenging learning objectives and outcomes Deep understanding of Assessment for Learning Effective use of ICT to promote learning Understands the factors affecting learning Understanding of e-learning Strategies to maintain good behaviour and pace Strategies for monitoring and evaluation of standards of attainment Effective development of staff and resources Strategies for working with staff and delivering robust feedback and holding staff to account 	<ul style="list-style-type: none"> Experience in an organisational capacity
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> n/a
	Forward and strategic planning	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> n/a



	Abilities	<ul style="list-style-type: none">• The ability to communicate with staff at all levels.• Excellent interpersonal skills and the ability to form effective relationships with external stakeholders are essential.• Deescalation and the ability to deal calmly with stakeholders is essential as is the ability to anticipate issues and act on them in a proactive manner.• Ability to contribute towards creating a safe and protective environment	<ul style="list-style-type: none">• IT literacy with both Office and Google productivity suites
Personal Characteristics	Behaviours	<ul style="list-style-type: none">• It is essential that the person should be well organised, self-motivated and have the ability to prioritise under pressure.• Motivation to work with children and young people• Emotional maturity and resilience in dealing with challenging behaviours• Willingness to continue professional development• Commitment to maintaining high standards and expectations• Commitment to contributing to academy life as a whole• Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students• Show a commitment to providing a fair, equitable	



		and mutually supportive learning and working environment for our children & young people and staff	
	Values	<ul style="list-style-type: none">● Ability to demonstrate, understand and apply our values<ul style="list-style-type: none">○ Be unusually brave○ Discover what's possible○ Push the limits○ Be big hearted	
Special Requirements		<ul style="list-style-type: none">● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check● Right to work in the UK● Show a commitment to promoting the welfare and safeguarding of children and young people● Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children & young people and staff	