Towers School and Sixth Form Centre 

**Job Description:** Behaviour Correction Centre Lead

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| **Pay Grade:KR7** |  |

**RESPONSIBLE TO: Vice Principal**

Hours: 37 hrs pw Full Time

**Purpose of the Job:**

To lead the running of the Behaviour Correction Centre, developing its purpose and ethos in ensuring that school based sanctions run effectively and rigorously to help students become the best versions of themselves.  Excellent interpersonal and organisational skills, resilience and a professional manner are essential.  
  
The post holder must fully believe in our philosophy that that every child can achieve academically at the highest level, no matter what their starting point, and have the determination to make this happen. We believe that the best form of pastoral care that we can provide is to ensure that students leave us with the best set of qualifications possible.

***Duties and responsibilities***

* To ensure the effective operation and delivery of all school based sanctions
* To lead the Behaviour Correction Centre in terms of standards, expectations, work ethic and professionalism
* To ensure that students in the Behaviour Correction Centre for any period of time are following the expected BCC curriculum each lesson, ensuring the quality and quantity of student work produced and attitude of all students attending
* To ensure that the Behaviour Correction Centre works as an appropriate deterrent for further poor behaviour and any missing/ not completed sanctions are followed up quickly and effectively
* To work with Heads of Year (and Faculty Leads) to ensure that all school based sanctions, including detentions, are arranged in a timely manner and implemented effectively
* To hold/ support Reintegration meetings with students and parents, and set effective and challenging targets for reintegration into mainstream lessons
* To carry out lunchtime supervision
* To undertake such other duties as may be required and which are commensurate with the post

Impact and Analysis

* To implement Behaviour Correction Centre quality assurance procedures
* To work with the Vice Principal and Assistant Principal to evaluate the work of the Behaviour Correction Centre, in line with agreed school procedures
* To lead and monitor improvements as required
* To analyse the impact of school based sanctions, reporting back on evaluation to the Senior Leadership Team
* To produce reports for individual students undergoing extended periods in the BCC

To ensure all duties and responsibilities are discharged in accordance with the School’s Health and Safety at Work Policy.

To participate in the School’s performance management scheme, ensuring that all relevant standards and targets are set and met within the agreed timescale.

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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**Person Specification:** Behaviour Correction Centre Lead

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

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|  | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| **QUALIFICATIONS** | English & Maths GCSE Grade A-C or equivalent  Evidence of excellent time management skills and ability to multi task | NVQ Level 2 or equivalent  Use of SIMS |
| **EXPERIENCE** | Commitment to understand  all aspects of Child Safeguarding, to promoting the welfare of children and young people  Leading others | Experience of working with Children of secondary school age. |
| **SKILLS AND ABILITIES** | Hardworking  Strong communication Skills  Ability to work under pressure and meet deadlines  Be prepared to challenge students  Self motivated and self confident  Communicate effectively with groups of children to maintain an orderly atmosphere |  |