

## Behaviour Manager Job Description

**Post Title:** Behaviour Manager Grade 6  
**Responsible to:** Deputy Headteacher – Quality of Support

As an employee of Chaucer School, you will be expected to share our commitment to safeguarding and promoting the welfare of children and young people

### MAIN DUTIES AND RESPONSIBILITIES

- To track and monitor behavior incidences during the school day, directing support from the engagement and recovery team as required.
- To grip, gather and quality assure all required paperwork and statements following a behavior incident so it can be reviewed at the end of the day.
- To attend all behavior meetings, directing required actions in school the following day related to Reflection or in school sanctions.
- To plan and administer the daily timetables for SFS and Reflection, accounting for absence as required.
- To lead and manage detentions.
- To work with SLT, Year Leads and attendance to identify disengagement and behaviour issues and to implement intervention strategies.
- To track and coordinate managed move logistics with other schools including integrating new students.
- Contribute to the Health & Safety of pupils and other staff in accordance with Health & Safety regulations and School Policy.

### In addition:

- To supervise corridors during lessons, break and lunchtimes
- To support and promote the good behaviour of students at all times
- To promote good attendance and punctuality to all lessons
- To promote the emotional well-being of students and to support students in making healthy, safe lifestyle choices.
- Assist with the supervision of students, within contracted hours, out of lesson times, including before and after school and at break-times and lunchtimes.
- Lead supervising afterschool detentions and ensure students follow expectations.
- To undertake child protection and safeguarding training.
- To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To actively work under the child protection framework to keep students safe from harm.
- At all times to carry out the responsibilities of the post with due regard to the School's Equal Opportunities policy.
- Create and maintain a purposeful learning environment.

- Promote positive behaviour and attitude to learning and uphold behaviour sanctions in line with the school behaviour policy where necessary.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Contribute to the development of policies and practices which promote positive behaviour, social inclusion and emotional wellbeing.
- Contribute to the overall ethos/work/aims of the school.
- Provide support to the leadership team with restoration following incidents between lessons, at the start and end of school or at lunchtime.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

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To undertake other duties appropriate to the post that may reasonably be required from time to time.

- To undertake any other duties and responsibilities after appropriate negotiations with post holder and relevant trade unions which do not change the nature of this post.