



## **NEWSOME HIGH SCHOOL**

### **JOB DESCRIPTION: BEHAVIOUR FOR LEARNING COORDINATOR**

**Section:** Pastoral

**Responsible to:** SENDCo and Assistant Headteacher of PDBW

**Responsible for:** Ensuring the safety, behaviour and welfare of student in line with school policy

**Salary Grade:** Grade 7

#### **PURPOSE OF THE POST:**

- 1 To be responsible to the Assistant Head (Pastoral/PDBW) / SENDCo for the management of an efficient and effective Behaviour for Learning system in Alternative Provision, providing a confidential, administrative, and pastoral and community liaison function.

#### **KEY AREAS:**

- 1 Management
- 2 Student Welfare
- 3 Human Resource Development
- 4 The Community
- 5 Extra-Curricular Development
- 6 Miscellaneous

#### **DUTIES AND RESPONSIBILITIES:**

##### **1 Management**

- 1.1 To play a key role in developing, delivering and implementing the vision for Inclusion, and Behaviour Management in the school.
- 1.2 To assist with the day-to-day management of the alternative provision, delivering sessions where appropriate.
- 1.3 To maintain a high profile around the school to ensure that appropriate student behaviour is maintained.
- 1.4 To liaise with Achievement Co-ordinators and Heads of Faculty regarding patterns of student behaviour.
- 1.5 To work closely with the Senior Leadership Team, Achievement Co-ordinators and Heads of Faculties to reduce "fixed-term" exclusions.
- 1.6 To liaise with parents in relation to the Behaviour for Learning system and policy
- 1.7 To conduct investigations, as requested, into breaches of the School's Discipline Code by students, collating statements, making recommendations.

- 1.8 To liaise with the multi-agency team and to assist in identifying provision for students for whom an alternative curriculum would be more appropriate.
- 1.9 To encourage high levels of expectations in students.
- 1.10 To assist in the creation and publication of the daily detention register.
- 1.11 To attend pastoral meetings with the pastoral team and exchange information about students.
- 1.12 To co-ordinate the issue of praise letters to parents.
- 1.13  
To co-ordinate the issue of C3 letters daily along with members of the administration team.
- 1.14  
To maintain records of interventions with students, meetings with parents and external agencies
- 1.15 To maintain stock for the pastoral office.
- 1.16 To maintain the behaviour external exclusion database.
- 1.17 To contact parents as appropriate as a result of investigations regarding threats, violence, bullying and update SIMS accordingly.
- 1.18 To pass information regarding possible tensions within school to line-manager.
- 1.19 To monitor the "one-way system" in corridors daily and partake in duties at social times.
- 1.20 To referee appeals made by students regarding C3's and liaise with staff as appropriate.
- 1.21 To monitor student behaviour at break and lunchtime as required around school.

## **2 Student welfare**

- 2.1 Responsible for discussing sensitive issues with parents/carers as regards Behaviour, uniform, equipment or attendance etc...
- 2.2 To observe the school's Child protection procedures
- 2.3 To liaise with the behaviour for learning manager regarding specific students, discussing behaviour and share information as necessary/appropriate
- 2.4 To promote positive behaviour management by modelling and suggesting strategies which support the improvement of behaviour in the school
- 2.5 To maintain regular contact with parents/carers of students needing extra support to keep informed of their child's needs and progress and to secure positive family support and involvement, organise CAFs where the student's needs are not being met

## **2 Human Resource Management**

- 2.1 To provide input to the BFL Manager / SENDCo to identify strengths and weaknesses of the implementation of Behaviour for Learning.

### **3 The Community**

- 3.1 To ensure effective dialogue with parents in accordance with school policies.
- 3.2 To maintain a dialogue with the support services, advisory staff and the communities that serve the school as related to behaviour management.

### **4 Health, Welfare & First Aid**

- 4.1 To liaise with the BFL manager in relation to all matters relating to the health and welfare of students.

### **5 Extra-Curricular Activities**

- 5.1 To promote the provision of extra-curricular activities for students.

### **6 Miscellaneous**

- 6.1 To ensure that you take care of your own Health and Safety and that of your colleagues in-line with the School's Health and Safety policy.
- 6.2 To undertake any other duties as may reasonably be required by your Line Manager.
- 6.3 To play a full part in the life of the school community supporting its distinctive mission and ethos actively promoting its policies and practices.
- 6.4 To play a part in marketing and other liaison activities such as Open Evenings and Parents' Evenings and other similar events as appropriate.
- 6.5 To work as a member of a designated team and contribute positively to effective working relations within the school by attending all appropriate meetings.
- 6.6 To engage actively in the Performance Management Review process.
- 6.7 To participate in the school's Staff Development Programme by attending INSET, meetings and opportunities for further training and professional development as outlined in your Performance Review and whole school training plan.
- 6.8 To carry out your duties in accordance with the School's Equal Opportunities policy.

### **NOTES**

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- 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. ● This 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 amendment at any time after consultation with the holder of the post.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal.

Date of issue: September 2011