

Job Description

Job Title: Behaviour & Intervention Co-ordinator

Responsible to: Sarah Anderson: Deputy Headteacher

General description of post:

- Administer day-to-day behaviour systems and processes consistently across the school.
- Support staff in order to ensure that high standards of student behaviour and attendance are achieved.
- Support the delivery of early intervention work to reduce lesson removals, fixed term exclusions and isolation numbers.

Core Activities

- Administer and supervise the Student Referral Facility during the school day, including centralised school detentions.
- Support the attendance officer with daily attendance systems and procedures.
- Analyse student behaviour using the school information system GO4Schools.
- Liaise with teachers, and parents to arrange interviews and meetings concerning student behaviour.
- Liaise with parents during school holidays supporting transition periods and organising visits where appropriate.
- Support the organisation of hosting arrangements within the Loughborough Inclusion Partnership.
- Support re-admission procedures following Fixed Term Exclusions.
- Support with investigating incidents of poor behaviour.
- Plan and deliver intervention programmes for individual students or small groups around behaviour and SEMH.
- Mentor students to support them in managing their classroom behaviour, relationships and attitude to learning.
- Keep records of interventions and impact of such interventions for small group and 1:1 work with students.
- Organise and run student specific training for other staff linked to improve individual cases of behaviour outcomes.
- Undertake individual support for students during internal and external examinations.
- Liaise with alternative education providers, e.g. Loughborough Inclusion Partnership.
- Encourage wider parental engagement in school also liaising with Heads of Year and the Attendance Officer.
- Support the SLT on-call system, visiting classrooms as necessary.
- Provide regular reports to Heads of Year and the Senior Leadership Team.
- Provide duty cover at break and/or lunch times when necessary.
- Attend meetings, training sessions, after-school events and courses as required.

Support students learning by:

- Encouraging a high standard of behaviour, development of positive relationships and management of emotions.
- Establishing positive and mutually supportive relationships with students, staff and parents.
- Monitoring individual students and providing information that will inform appropriate intervention.
- Contributing to the maintenance of student records as required by the school.
- Identifying and addressing signs of conflict and notifying others so that an appropriate resolution can be found.
- Being aware of confidentiality issues linked to working in a school.
- Participating in appropriate school-based meetings and training activities.
- Undertaking any other duties that may be necessary and may be reasonably requested.
- Working according to the School's policies and procedures.

Optional extra responsibilities to be included by negotiation with individual employees, and after appropriate risk assessment and training have been undertaken:

- To use restraint in line with DfE guidance and Section 93, Education and inspectors Act 2006.

Special Factors:

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the School's Conditions of Service.
- (d) This position is subject to an enhanced Disclosure and Barring Service check.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Woodbrook Vale School is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Signed: (Postholder) Date:

Signed: (Headteacher) Date: