

## THE FALLIBROOME ACADEMY – JOB DESCRIPTION

Job Title:	Pastoral Behaviour Room Supervisor	GRADE: 5, SCP 7-11
Responsible To:	Behaviour Manager	

---

### JOB PURPOSE:

Working under the direction of the Behaviour Manager, the Behaviour Supervisor is responsible for supporting students whose behaviour in lessons and in school has fallen below expectations. They will work with pupils who demonstrate difficulties managing their behaviour and/or attending school.

---

### MAIN RESPONSIBILITIES

1)	To support the work of the Behaviour Centre being flexible and responsive to issues and priorities that emerge in the pastoral arena on a day-to-day basis.
2)	Supervising the isolation areas and dealing with student behaviour issues as required.
3)	Ensuring that a calm, hardworking environment is created and maintained in the student isolation areas, acting as a strong presence in the Behaviour Centre.
4)	Creating and updating the resources and systems that are needed to support the work in this area.
5)	Supporting the administrative work of the Student Support Centre as required.
6)	To ensure that information relating to the students supported by the Student Support Centre is maintained accurately and is kept up to date. To manage the data gathered in this area to provide regular updates and reports to the Deputy Headteacher and Assistant Headteacher.
7)	Maintaining the physical environment to ensure that it is a positive place to work for students and staff.
8)	To support the communication processes with students, parents/carers and teachers following behaviour incidents. Managing the school's systems for communicating key information to parents and contacting parents promptly in response to behaviour incidents. Dealing with parent queries.
9)	To build positive relationships with students based on mutual respect.
10)	Working closely with other Student Support Centre staff to ensure that all the school's functions in this area complement and support each other.
11)	Supporting the work of the Inclusion and Student Support Supervisors during busy periods, including covering those roles as required.
12)	Supervising students who are undertaking work that has been set by their teacher. Responding to any questions from students about process and procedures so they can continue with their set work. Collecting completed work after lessons to ensure it is returned to the relevant member of the teaching staff.
13)	Managing behaviour to ensure a constructive learning environment.
14)	Liaising with individual teachers, departments and other staff in relation to behaviour of individual students and/or groups of students.

15)	To support the Head of Years in the compilation of information for external agencies, CAFs etc.
16)	Undertake personal professional development and respond to the changing needs of the job.
17)	Work to the direction of the Behaviour Manager to ensure the smooth operation of all aspects of the Behaviour Centre.
18)	Ensure all duties and responsibilities are undertaken in line with the school's Health and Safety policy.
19)	Actively safeguard and promote the welfare of children at all times.
20)	Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.	

## THE POST: PASTORAL BEHAVIOUR ROOM SUPERVISOR

### PERSON SPECIFICATION

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Educated to at least GCSE 'A' Level or equivalent		√
GCSE in Mathematics & English	√	
A First Aid Qualification (or a willingness to be trained)	√	
<b>EXPERIENCE</b>		
Experience of working with young people	√	
Experience of working in an educational establishment	√	
Experience of supervising/supporting small groups	√	
Experience of working with external agencies/professionals		√
Experience of working with challenging behaviour	√	
Experience of working with and supporting children and their families and/or foster parents		
Experience of implementing support programmes with individuals or groups		√
Understanding of the KS3 and KS4 curriculum		√
<b>KNOWLEDGE AND SKILLS</b>		
Ability to build and form good relations with colleagues, students and parents/carers	√	
Outstanding communication skills, both verbal and written	√	
Ability to work constructively as part of a team but also individually with minimal supervision	√	
Excellent literacy and numeracy skills	√	
Ability to use ICT packages and equipment effectively	√	
Working knowledge of behaviour management strategies	√	
Ability to deliver relevant learning activities	√	
Working knowledge of relevant educational policies, procedures and current legislation pertaining to schools		√
<b>PERSONAL QUALITIES</b>		
Ability to deal confidentially and appropriately with situations	√	
Initiative and ability to prioritise workload even when under pressure	√	
Ability and a commitment to work flexibly and to respond to unplanned situations	√	
Efficient and meticulous in organisation	√	
A desire to enhance and develop skills and knowledge through CPD	√	
Evidence of exemplary attendance and punctuality	√	
Commitment to the highest standards of child protection	√	
Recognition of the importance of personal responsibility for Health and Safety	√	