FIR VALE SCHOOL

 JOB DESCRIPTION

**Post Title: Deputy Behaviour Centre Manager**

**Hours of work:** 37 hours per week, 41 weeks

**Salary:** Grade 5

**Responsible to:** Behaviour Manager

**Responsible for:** Support the Behaviour Manager with theco-ordination of the Internal Exclusion Room (IEU) and Reflection Room (RR) & Behaviour Support

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|   **Responsibilities include:** |
| 1. Supporting the Behaviour Manager with the daily management of the day to day running of the IEU and RR so both areas run smoothly, efficiently and in line with Academy standards
2. To work alongside the Behaviour Manager to ensure there is swift and accurate communication regarding student attendance, issues identified, actions taken and evaluation of impact of both the IEU and RR spaces
3. To support with the co-ordination of interventions for students identified by year teams
4. Swift referral of students to support services and agencies to help them achieve higher standards of behaviour and progress
5. Work with external agencies to provide additional support for our most vulnerable students
6. Liaison with SEND team, Pastoral teams and Safeguarding to ensure students get back on track
7. Be part of the staffing of the rota for the IEU and RR
8. Liaison with other schools to share and exchange provision, resources and expertise for mutual benefit
9. Support students’ personal needs including but not limited to their social, emotional health & hygiene development
10. Develop effective relationships with students, parents/carers, families, and the community that raise standards of student personal development, behaviour and welfare
11. Support and implement our school recognition and sanctions system.
12. Undertake supervision of students including before and after school, during lunch and other breaks as part of duty teams
13. Provide objective and accurate feedback and reports as required. Maintain accurate records for each student including interventions.
14. Supervision of students on visits, trips and out of school activities as required

**Other**As may be reasonably required in agreement with the Headteacher  |
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*All the above duties and responsibilities to be carried out in accordance with Fir Vale School’s Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety*