



### Job Description

TITLE	Behaviour & Engagement Lead
JOB FAMILY	Pastoral
PHASE	Secondary
REPORTING TO	Assistant Principal

### Job Purpose

- To coordinate the effective implementation of the Academy's Behaviour Policy.
- To coordinate the daily running of the Reset Room and internal exclusion room, detentions/sanctions.
- To lead on punctuality to school and work with the Attendance team.
- To provide a physical presence on corridors during the school day.
- To support with the
- To work directly with Assistant Principal / Deputy/ House team to monitor and improve student engagement and involvement in lessons.
- To liaise with parents/carers on behavioural issues.
- To track behaviours and provide data for SLT and Governors.

### Duties and Responsibilities

#### Leadership and Management

- Share leadership at a senior level for Every Child Achieves.
- Line manager the behaviour team.
- Attend pastoral meetings appropriately.
- Contribute to the operational management of the Academy and ensure it functions effectively and efficiently.
- Be a visible presence around the Academy and role model expectations and standards to all staff and students.
- Assume any other responsibilities as may reasonably be required by the Assistant Principal.

#### Student learning and achievement:

- Safeguard and promote the general wellbeing and health of individual pupils and of any class or group of pupils.
- Support pupils' learning activities, attend to additional learning needs, and help in development.
- Help pupils to develop their literacy and numeracy skills, and thus to improve their attainment across the curriculum.



- To provide pastoral support to pupils who are struggling to engage with classes and staff in cooperation with the SENCO/Deputy/Assistant Principal with the aim of re-engagement in class.
- Establish and maintain relationships with individual pupils and groups.
- Be an effective model for pupil behaviour.
- Work with pupils on individual targets set by teaching staff

**Staff Support and Challenge:**

- Direct, monitor and support the work of staff you line manage.
- Take responsibility for the delivery of training for behaviour and Child Protection and safeguarding as appropriate
- Liaise with the Assistant Headteacher on all appropriate behaviour and welfare issues
- Remain positive at all times and lead staff by example.
- To work closely with other support services (internal and external) to improve and support pupil behaviour.
- To ensure that the interventions for individual pupils remain appropriate.
- Assist in the recording of pupils' progress.
- Liaise with teaching staff over resources and records.
- Contribute to the management of pupils' behaviour, both in the classroom and around the school, as required.

**Learning Community:**

- Represent the Academy at appropriate meetings.
- Take a leadership role in appropriate community partnerships/agencies– related to pastoral care and well-being.

**Standards and quality assurance:**

- Support the aims and ethos of the Academy.
- Set a good example in terms of dress, punctuality and attendance.
- Attend and participate in school events.
- Uphold the school's behaviour code of conduct and uniform regulations.
- Participate in staff training.
- Attend team and staff meetings.
- Develop links with governors, Local Authorities and partners schools and Academies including the Thinking Schools Academy Trust.

**Maintenance of Professional Standards:**

- Keep yourself fully appraised and aware of educational and other appropriate developments whether national or local and assess their impact on the Academy and the Team for which you are responsible.
- Ensure the highest standards of professional conduct and confidentiality at all times



### Generic Duties relevant to all members of Staff

#### The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at Paignton Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

#### Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

#### ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

#### Health and Safety

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

#### Equal Opportunities

- To actively promote the Trust’s Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.



**Safeguarding**

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

**Data Protection**

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach, they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive, and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Behaviour and Engagement Lead.

Name: .....

Signed: .....

Date: .....