



The
Chalfonts
Community
College

JOB SPECIFICATION

Behaviour Support Room Manager

Responsible to: Vice Principal (Pastoral and SEND)

Salary: £21,000 per annum

Hours: 8.00am to 4.30pm Monday to Friday (Term Time Only)

We are looking for a motivated individual to work with a group of students who have been withdrawn from mainstream lessons due to their behaviour in class. This can be a planned intervention to support behaviour, a planned sanction, or an ad-hoc removal from lessons if a student is unable to cope.

We require someone who can work well with students with identified social, emotional and/or mental health needs, and who struggle to manage their own behaviour. The SEMH and Behaviour support room manager must be able to maintain a calm and positive classroom environment, support students to reflect on and improve their behaviour, as well as help them complete work sent by their class teacher so that they do not fall behind.

We are looking for:

- Experience working with children and/or young people
- Experience working with students with social, emotional, behavioural and/or mental health needs
- An interest in professional development in this area, demonstrated through courses and/or qualifications
- A strong understanding of safeguarding and SEN Code of Practice
- Calm and positive attitude, even when under pressure

Candidates will be expected to work as part of the Pastoral Support Team to provide complementary service to teaching and support staff; to promote the inclusion and engagement of all students, ensuring equal access to opportunities to learn and develop; to encourage students to interact positively and co-operatively with others and to engage in activities offered to them by the school.

Key Responsibilities

You are required to undertake the following responsibilities in supervising students who have infringed The College's Behaviour for Learning Policy and are placed in the Inclusion room as part of their sanction and to provide time for reflection on their actions.

- Provide supervision for students
- Develop positive working relationships with students, so that they trust and feel supported
- Maintain an orderly, attractive, clean and safe environment conducive to learning

- Maintain high standards of behaviour and promote positive behavioural strategies for students under your supervision
- Arrange for the collection of work for students to complete and for its return to teachers
- Organise and update the resources available to students in your supervision
- Maintain a daily log of students assigned to the room and record their behaviour and progress
- Accompany the students to the College's Café during their lunch break
- Liaise with Year Leaders, Pastoral and Learning Support staff regarding the behaviour and learning difficulties of students
- Perform other duties to promote appropriate behaviour and support Year Leaders when the students are on task or when the room is not occupied.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It is also expected that the role will develop, working to specific strengths of the successful candidate. The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification

(D = desirable, E = essential)

Qualifications and Training

- Courses or qualifications that demonstrate an interest in learning about supporting young people, behaviour management, SEND, or other relevant areas (D)

Experience

- Evidence of having worked with young people in some capacity (E)
- Relevant work experience in education or a youth service with young people who may experience emotional and behavioural difficulties (D)

Qualities, skills, knowledge and abilities

- A positive interest in working with young people (E)
- Ability to be firm yet fair when working with students (E)
- Ability to develop positive relationships with young people (E)
- Ability to relate to a wide range of young people and their families/carers, with a variety of different needs (E)
- Ability to work effectively with a wide range of support services and external agencies (E)
- Ability to keep clear and concise records (E)
- A sense of humour (E)
- Adaptability (E)
- Ability to work independently (E)
- Ability to work effectively with teaching staff within the school (E)
- Ability to build good working relationships with a range of colleagues (E)
- A clear communicator and ability to work constructively with parents (E)
- Able to work calmly and with patience (E)
- A good attendance record (E)