



## **Job Description: Behaviour Coordinator**

**Reports to:** Wellbeing & Inclusion Manager

**Start date:** ASAP

**Contract:** Permanent 3-4 days per week term time only

Ark All Saints is a small school made up of 600 scholars. We consider ourselves to be members of a family, who work together to ensure the success of all our children.

Our staff are deeply committed to the culture and ethos of Ark All Saints. We leave no child behind and work relentlessly to enable all to fulfil their potential.

We are a Church of England academy whose only admission criteria is on distance, we welcome students of all faiths and none and we expect all members of staff to support and uphold the moral ethos of our academy.

We are looking to recruit a Behaviour Coordinator with a commitment to academic excellence and helping every child succeed. Working as part of the Provision e team, you will play an important part in facilitating strong academic progress.

### **The Role**

- To design and deliver appropriate support and interventions for scholars who need to develop social, emotional and behavioural skills that will allow them to contribute to more effective learning and facilitate strong academic progress.
- To provide a complementary service to teachers and other staff addressing the needs of scholars who require assistance to reengage in learning in order to achieve their full potential.

### **Key responsibilities**

- To develop and deliver effective programmes aimed at improving scholars' capacity for emotional self regulation and developing pro-social, age-appropriate behavioural responses
- To liaise with relevant colleagues to plan for scholars' return to mainstream lessons following an absence for a variety of reasons. To provide appropriate support to facilitate their re-integration, including support for subject teachers and pastoral staff.
- Liaise with parents to ensure continuity of support and to give positive feedback
- To participate in meetings to review progress or identified scholars

- To provide early and targeted interventions for scholars with particular needs
- To record details of all interventions including data onto the academy provision map
- To record, review and resolve concerns logged onto the Impero safeguarding system

### **Liaison**

- To seek input from all relevant colleagues, in order to plan and deliver effective support and behaviour programmes for scholars with social, emotional and behaviour difficulties.
- To support identified scholars whose social, emotional, and mental health concerns are preventing them from accessing learning and refer to our counselling programme
- To liaise with parents and be a link between home and the academy
- To liaise with outside agencies as required
- To liaise with teachers to ensure that clear information regarding behavioural needs is both accessible and useful
- To work closely with the SENCO sharing and updating information regarding scholars needs.

### **Monitoring and Evaluation**

- Monitoring the academic progress of targeted scholars with a focus on the impact of intervention strategies on their progress.
- Monitoring the emotional well-being of scholars through the use of inclusion data.

### **Policy and Planning**

- Contributing to all communication processes including school publications where appropriate and relevant parental meetings
- Meeting regularly with line manager to discuss pastoral and other issues.

### **Coaching**

- Coaching scholars for positive behaviour management
- Coaching scholars to promote motivation and achievement.

### **Management of scholars in addition to Key Responsibilities**

- Setting firm, clear boundaries for exceptionally high standards of behaviour
- Advising and guiding identified/targeted scholars as appropriate.
- Implementing strategies to raise scholars' self-esteem, reduce anxiety and build their confidence.
- Listening to and helping scholars resolve a range of issues that are creating barriers to learning.

- Organising and running extra curricular activities as directed for All Saints after hours

**Other**

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- Undertake other various responsibilities as directed by the Head of Department or Principal.