

**Post title:** HLTA Behaviour Lead

**School:** Link School

**Pay range:** Grade 6

**Line manager:**

**Supervisory responsibilities:**

**Hours:** Full Time

**Main purpose of the job**

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* To support and assist colleagues in the promotion of good behaviour in school, as learners at the Link School are particularly vulnerable but can present with challenging behaviour.
* The reasons for this are varied and complex and it is the responsibility of the post holder to promote a variety of approaches, as necessary, to ensure that learners access their education fully and are fully supported to engage in all aspects of school life.

# Main Duties and Responsibilities

Providing support for learners, teachers and the whole school as outlined below.

* Use behaviour and attendance data to develop targeted strategies to support and encourage good behaviour within school.
* Contribution to completion of the Behaviour RAG rating for all learners.
* Working in collaboration with Senior Leaders, to establish and maintain school policy on behaviour, positive handling and keeping safe policy, so as to ensure that it is understood and applied by all members of the school.
* To commit to deliver training in appropriate strategies of behaviour management, in particular de-escalation techniques and Team Teach training. Such training should be tailored to individual needs to ensure that all staff training should be tailored to individual needs so as to ensure that all staff have the necessary knowledge, understanding, skills and attributes to promote positive behaviour and regular attendance in the school.
* To remain up to date with current practice in effective behaviour approaches by utilising online networks, contributing to local and national networks and reading widely so that the school’s programme for behaviour management benefits from an up-to-date knowledge of best practice.
* To assist in the co-ordination of policy and practice in the management of unstructured times in the school day, so as to ensure that positive behaviour and regular attendance are promoted throughout the school.
* To support the application of the whole school behaviour policy across the school, including the promotion of the school’s search and confiscation protocols and ensuring safe entry into the building.

### **Teaching and Learning Activities**

* Helping learners make progress in a range of classroom settings including whole classes where the assigned teacher is not present*.*
* To arrange pupil engagement activities that promote positive behaviour and regular attendance e.g. outdoor education, residential activities etc so as to increase confidence, esteem and emotional self-regulation.
* Supporting teachers in selecting and preparing teaching resources that meet learners' needs and interests.
* Contributing to identifying and undertaking appropriate out of school learning activities which consolidate and extend work carried out in class.
* Monitoring learners' responses to learning experiences and modifying their approach accordingly.
* Monitoring learners' participation and progress, giving constructive feedback to support them as they learn.
* Supporting the role of parents/carers in learners' learning and contributing to/leading meetings with parents/carers to provide constructive feedback on learner progress, achievement and behaviour.
* Regularly providing teachers and other colleagues with feedback on learners' learning, participation and progress.
* Supporting the development / review of PRPs in line with school policy.

**Support for the Learner**

* Communicating effectively and sensitively with learners to support their learning.
* Promoting and supporting the inclusion of all learners, for example those with special educational needs, learners from minority ethnic groups and those with disabilities, in the learning activities in which they are involved.
* Supporting the administration of medication in schools and ensuring the completion and review of medical care plans.

**Support for the School**

Following the school guidelines for absent teachers and providing cover for lessons under the agreed system of supervision.

* Under the supervision of the Head Teacher or other designated teachers, invigilating internal and external examinations.
* Under the direction of teaching staff, overseeing lunchtime supervision; monitoring the quality of lunchtime support, assisting delivery of training and supporting supervisors to meet individual learner needs.
* Line managing and assisting in carrying out whole school responsibilities, for example Health and Safety.
* Line managing the planning and direction of work of teaching assistants.
* Liaising with teaching staff and other colleagues, to ensure adequate levels of support are available to teaching staff and learners, including teaching assistant time-tabling.
* Providing advice, information and demonstrations to other staff and teaching assistants to assist in the development of their skills.
* Supervising and managing the work of other support staff withinthe educational context.
* Leading on mentoring support and assisting in any development review of other support staff.
* Helping to maintain a safe environment for the learners and the staff.

**General Requirements**

* Attending and participating in meetings*,* training and development activities as required.
* Participating in schemes of assessment, professional development and review.
* To establish constructive relationships and communicate with the other agencies/professionals, in liaison with the teacher, to support achievement and progress of learners.
* Being an effective role model for the standards of behaviour expected of learners.
* Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.

**Professional Values and Practices**

* Having high expectations of all learners; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
* Treating learners consistently with respect and consideration, and being concerned with their development as learners.
* In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
* Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
* Reflecting upon and seeking to improve personal practice.
* Working within school policies and procedures and being aware of legislation relevant to personal role and responsibility in the s
* Recognising equal opportunities issues as they arise in the school and responding effectively, following school policies and procedures.
* Building and maintaining successful relationships with learners, parents/carers and staff.
* To undertake any other duties commensurate with the post.
	+ Have due regard to confidentiality, safeguarding procedures, health and safety as well as the policies of the governing body and local authority
	+ Working within school policies and practices, being aware of legislation relevant to personal role and responsibility
	+ To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

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#### Signature of post holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date / /

#### Signature of headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date / /