



VERULAM
SCHOOL

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Job Description

Job Title: Behaviour Improvement Manager
Grade: H6
Reports to: Deputy Headteacher

Key Purpose of Role

The purpose of the Behaviour Improvement Manager is to work as a member of the school's pastoral team, alongside teaching staff and the Special Education Needs Department to ensure that every pupil achieves their potential through the provision of targeted support and intervention.

The Behaviour Improvement Manager will be line managed by the Deputy Headteacher, and will work closely with the Heads of Years and the Pastoral Officers under the designated school pastoral system.

The main responsibility will be to take ownership of the Learning Room to provide a purposeful learning environment for students to continue their progress when in temporary isolation from the main body of the school.

Other duties will involve:

- Managing the learning of students who are in the Learning Room and ensure they make progress in line with their individual targets and needs.
- Facilitating breaks for students who are in the Learning Room in order to escort them to the toilet or to the canteen at fixed times during the day.
- Providing behaviour intervention support, through mentoring and coaching as required.
- Supporting pupils to reflect on their behaviour and make achievable commitments to improvement.
- Providing data support to Heads of Year and SLT link.
- Providing Behaviour reports of students to mentors/ counsellors from external organisations.

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- Managing the uniform stock for the school and providing uniform for students who are not wearing correct uniform, whilst also logging the appropriate sanction.
- Managing the admin of the school detention system

The role will also involve a mixture of dealing with difficulties around the school in terms of pastoral support and working within our pastoral team to support parents / carers of pupils with behavioural and attendance issues.

Jobs Specific to this Post:

The Behaviour Improvement Manager will be a flexible and supportive member of staff who can assist Heads of Year and Pastoral Leaders in the effective daily management of the pupils, as well as providing a supportive framework for individual and group intervention as necessary. The nature of the role is such that flexibility and self-motivation are crucial to success, however the main three areas of work are outlined below:

1. Daily liaison with teachers, Heads of Department, Heads of Year and Pastoral Leaders regarding pupils and daily compilation of work.
2. Leading on the administration and follow up of detentions.
3. Investigating incidents in the school when tasked to do so and providing summary reports and recommendations to Heads of Year / Deputy Head.

Other areas of work include:

- Collection and management of the delivery of work for absent pupils
- Working with groups of pupils or mentoring individual pupils to improve progress and positive attitudes towards school.
- Responsibility for issues that arise, when Heads of Year and Pastoral Leaders are teaching.
- Supporting the pastoral team by undertaking other duties e.g. cover for student services.
- Supporting pupils to successfully reintegrate into their mainstream lessons following a period in the Learning Room.
- Working with pastoral leads, the Head of PSHE and Personal Development to collate pastoral resources for pupils in areas such as:
 - Racial discrimination
 - Harmful sexual behaviour
 - Online safety
 - Bullying

Progression of Pupils

The Behaviour Improvement Manager will assist in ensuring that all aspects of Pupil Progress are managed effectively, as below:

- Contribution to Achievement Assemblies
- Management of Rewards and Sanctions: suitable and consistent intervention
- Tracking and escalation of pupils who display repeat behaviours and therefore need tailored intervention and support

General Welfare of Pupils

These tasks may also be undertaken as part of the daily routine of the Learning Room Supervisor, under the guidance of the Deputy Head and Heads of Year.

- To assist in enforcing sanctions and discipline for the school, in accordance with school policy
- Assisting in the daily organisation of logistical and administration matters: meetings with parents and other agencies.

Review arrangements:

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that over time the nature of individual jobs will change, existing duties may be gained without changing the general nature of the duties or the level of the responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

Conditions of Employment:

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract)
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body
- To uphold the school's policy in respect of child protection and safeguarding matters
- Will be subject to the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate and all relevant statutory and institutional requirements
- The post holder may be required to perform any other reasonable tasks after consultation
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed
- This job description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder.
- Staff will be expected to participate in the school's staff appraisal scheme.

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