



Job Description

POST TITLE	Behaviour Intervention Coordinator
Purpose:	To provide interventions to students to support them to develop positive behaviours and strategies in order to succeed in education. The school will be implementing a Thrive approach from September 2021 and a key part of this role will be to support the delivery of the programme.
Context Statement:	<p>The postholder will provide daily support to the Pastoral and Leadership Teams in administering the school rewards and sanctions systems. They will be responsible for developing and delivering behaviour interventions to individual and small groups of students. The post holder will be a key part of a team delivering the Thrive programme and develop innovative strategies to support student behaviour. The Behaviour Intervention Coordinator will be based in our Ready to Learn area and work with a number of students withdrawn from lessons during the school day.</p> <p>All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focusing on the needs of staff, students, parents and governors of the school and being flexible, whilst prioritising workload and meeting deadlines, in a busy pressurised environment</p>
Reporting to:	Assistant Headteacher (Pastoral)
Responsible for:	None
Principal Contacts:	Students, staff, families
Working Time:	TTO plus 5 PDDs
Salary/Grade:	TA3 (SCP 7-17 £20,092-£24,491)
Disclosure level:	Enhanced
Key Responsibilities	
Outline responsibilities and tasks:	<ul style="list-style-type: none"> • In liaison with pastoral and SEND staff design, deliver and evaluate appropriate behaviour interventions for students in Ready to Learn • As part of a team, support the whole school Thrive programme <p>Co-ordination of the school Sanction system including:</p> <ul style="list-style-type: none"> • Liaising with Heads of House regarding discipline matters • Allocating sanctions and communicating them to parents • Issuing of detentions to students directly • Escorting students to areas where sanctions will be carried out where required • Monitor student attendance in detentions • Supervising students in Ready to Learn



	<ul style="list-style-type: none"> • Ready to Learn – notification of student and collation of work (organising for completion and return to relevant staff) • Analysis of praise and sanction data and its publication to tutors and the Pastoral Team • Supporting the organisation of student rewards • Co-ordination of Departmental Catch-up and Intervention session notifications to students and parents
Staff development/Performance Management:	<ul style="list-style-type: none"> • Share good practice and promote collaborative teamwork to motivate and inspire colleagues
Communications:	<ul style="list-style-type: none"> • Communicate effectively and positively with all stakeholders
Pupil Welfare:	<ul style="list-style-type: none"> • Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of students, including students with educational, physical or emotional special needs
Quality Assurance:	<ul style="list-style-type: none"> • Ensure that all communication follows School or Trust policies and branding guidelines • Contribute to the School Development Plan targets
Safeguarding, confidentiality and data protection:	<ul style="list-style-type: none"> • Undertake Safeguarding Training as required • Ensure that all students and staff are appropriately safeguarded • Maintain appropriate levels of confidentiality when dealing with stakeholder data and information • Adhere to the General Data Protection Regulations
Extra-Curricular:	<ul style="list-style-type: none"> • Support the school's extra-curricular programme through active participation in at least one activity
Personal Development:	<ul style="list-style-type: none"> • Reflect on own practice and work collaboratively with your line manager to identify development needs and participate in annual performance review as part of an active programme of CPD
Health and Safety:	<ul style="list-style-type: none"> • Undertake Health and Safety duties commensurate with the post and/or as detailed in the school's Health and Safety Policy
Additional Duties:	<ul style="list-style-type: none"> • Play a full part in the life of the school community, to support its vision and values and encourage and ensure staff and pupils to follow this example • Attend school meetings outside normal working pattern as required

Avonreach Academy Trust expects its employees to work flexibly within the framework of the duties and responsibilities specified above. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified, due to the ever-changing environment of school life. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and stakeholders and is consistent with the school's equal opportunities policy.



Name of Postholder:	
Signed:	Date:

Version Number:	1
Date:	July 2021



BEHAVIOUR INTERVENTION CO-ORDINATOR PERSON SPECIFICATION

	Essential	Desirable
Knowledge & Experience		
Minimum Grade C/4 GCSE or equivalent in English and Mathematics	✓	
Experience of working in a school	✓	
Experience of working with students with additional needs	✓	
Experience of delivering targeted, small group/individual behaviour interventions	✓	
NVQ Level 3 or equivalent qualification		✓
Trained Thrive Practitioner		✓
Knowledge of School Management Information Systems		✓
Skills & Abilities		
Ability to use own initiative as well as working within a team environment	✓	
Excellent communication and interpersonal skills	✓	
Ability to interact with students and parents	✓	
The ability to use ICT effectively	✓	
Ability to be attentive to detail, work to high levels of accuracy and adhere to strict deadlines	✓	
Ability to understand and carry out verbal and written instructions	✓	
Ability to organise and prioritise work	✓	
Working knowledge of national curriculum and other relevant learning programmes	✓	
Commitment to child protection arrangements and confidentiality	✓	
Ability to plan effective actions for students at risk of underachieving	✓	
Personal Qualities		
Commitment to achieving a high standards	✓	
Enthusiasm and a positive outlook	✓	
Excellent attendance and punctuality	✓	
Responsible, honest and reliable	✓	
Good personal organisation	✓	
A sensitive and caring manner	✓	
Calm under pressure	✓	
A sense of humour	✓	