

## Eastern Learning Alliance Job Description

<b>Post Title</b>	<b>Behaviour Hub Manager</b>
<b>Reporting to:</b>	Assistant Headteacher oversight of Behaviour
<b>Location:</b>	The normal place of work will be based at Vista Academy Littleport
<b>Disclosure Level:</b>	Enhanced DBS

Primary Purpose of the Role
<p><b>JOB PURPOSE</b></p> <p>This role will be primarily based in the behaviour hub and will be to ensure the smooth running of the behaviour hub whilst leading interventions with key pupils as identified by the SLT link for behaviour.</p> <p><b>PRINCIPAL DUTIES AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• To ensure the behaviour hub is staffed at all times and ensuring all protocols relating to students attending the behaviour hub are followed.</li> <li>• To liaise with parents of students who attend the behaviour hub to arrange for detentions to follow periods in isolation as per the behaviour policy</li> <li>• To liaise with heads of year and the SLT link for behaviour to coordinate interventions for key pupils.</li> <li>• To manage the school detentions as requested by school staff as per the behaviour policy.</li> <li>• To staff after school detentions</li> <li>• To ensure that students attending the behaviour hub are following their timetables lessons and that work for the student is set.</li> <li>• To provide learning support to students whilst they complete their timetabled work whilst in isolation.</li> <li>• To oversee the production and delivery of reports in conjunction with Heads of Year and the SLT link for behaviour.</li> </ul>
Person Specification
<p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• Experience of working in a school in a pupil facing role is advantageous</li> </ul> <p><b>QUALIFICATIONS AND TRAINING</b></p> <ul style="list-style-type: none"> <li>• Good literacy and numeracy skills;</li> <li>• Good general level of education.</li> <li>• Basic knowledge of first aid and/or a willingness to undertake first aid training;</li> </ul> <p><b>KNOWLEDGE AND SKILLS</b></p> <ul style="list-style-type: none"> <li>• Understanding of relevant policies and procedures;</li> <li>• Ability to relate to young people</li> <li>• Ability to undertake varied duties;</li> <li>• Ability to demonstrate limits of responsibility;</li> <li>• Ability to work under the direction of different people and as part of a team;</li> <li>• Good communication skills with people at all levels;</li> </ul>

- Ability to organise own workload in the context of varied tasks;
- Ability to work calmly under pressure;
- Ability to critically evaluate own performance and make any necessary changes to be more effective.

### **Other Responsibilities**

- Play a full part in the life of the Trust to support its distinctive vision and ethos and to encourage staff and students to follow this example
- Promote actively and comply with the Trust's and Academy policies and procedures
- Ensure all concerns are reported to an appropriate person
- Participate in the Trust's appraisal scheme
- Other general support role grade responsibilities to support the running of the academy as well as supporting other areas of school administrative support in the absence of colleagues.

### **Safeguarding**

- Be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the Trust's Safeguarding/Child Protection policies
- Undertake regular safeguarding/child protection/adult protection training as required by the Trust
- Report any concerns in accordance with the Trust's safeguarding/Child protection policies

Whilst every effort has been made to list the main duties and responsibilities of the post, each individual task undertaken may not be identified.