MOOR PARK HIGH SCHOOL

JOB DESCRIPTION

JOB TITLE:	**BEHAVIOUR MANAGER**
GRADE:	APT&C Points 21 - 25
LOCATION:	Moor Park High School Moor Park Avenue, Preston, PR1 6DT
CONTRACT:	37 hours per week Permanent Term Time only – There will be a requirement to work additional days (5 max) to meet the needs of the school as directed by SLT Hours of work: Monday to Thursday - 8.15am – 4.30pm Friday - 8.15am – 4.00pm Lunch - 45 minutes, to be taken outside the official school lunch break
RESPONSIBLE TO:	School Business Manager and on a day-to-day basis your delegated line manager
STAFF RESPONSIBLE FOR:	Not Applicable

JOB PURPOSE:

The post of behaviour Manager is to ensure pupils are supported so that they develop as effective, independent pupils and make good progress.

You will be part of the Pastoral Team, responsible for the personal development and well-being of all pupils. You will liaise with the relevant Year Group Leader and Form Tutors to support identified pupils.

The role is essentially one of providing effective support for behaviour management.

You will have a key role in liaising with staff and parents and in developing and monitoring behaviour support programmes for individual and groups of pupils.

Main Responsibilities and Duties:

- To uphold the school ethos and to work within school policies and procedures in particular: Inclusion, Behaviour Management, Anti-Bullying and Racial Equality and Safeguarding.
- To be responsible for the pastoral care of a specified year group.
- To be responsible for the movement and behaviour of pupils in a designated zone.
- To act as a 'key worker' for individual pupils to set targets, monitor progress, attendance and behaviour.
- To implement strategies to support that help remove identified barriers to the learning of individual and groups of pupils.
- To support staff in managing pupils' attendance and punctuality.
- To ensure all pupils arrive to am/pm sessions and lessons promptly and provide day-to-day support and counselling for identified pupils as required.
- To liaise with the Pastoral Team, Year Group Leader (10/11 or 8/9), Form Tutors and other key staff in developing, implementing and reviewing appropriate support plans, including Individual Behaviour Plans and Pastoral Support Plans.
- To forge strong links with parents and outside agencies to remove identified barriers to learning, attending case conferences and review meetings where appropriate.
- To keep appropriate records and paperwork to facilitate effective home/school communication and communication within school.

- To coordinate and be involved in the school's On Call system in order to optimise the learning of all pupils.
- To coordinate and be involved in the use of the seclusion room.
- To deliver groupwork and other interventions with identified pupils.
- To adhere to codes of confidentiality in matters connected with home/student/staff/schoolwork.
- To ensure pupils attend whole school detentions.
- To contribute, as required, in the school's monitoring and evaluation processes.
- To provide effective supervision of pupils at breaks, lunchtimes and after school and provide activities as appropriate.
- To attend the school's programme of meetings and staff development opportunities as well as being available for parent's consultation evenings/days.
- To provide strong example in personal and professional standards.
- To be available to fulfil other duties such as follow-up meetings with parents and pupils, supervising pupils during examinations or other duties reasonably requested within the grading for the post.
- Attend daily afternoon de-briefs.
- Attend morning briefing sessions.
- Flexible approach to working hours.

Other

The above range of duties is not exhaustive but should be interpreted as generic guidelines of the range of duties to be undertaken. Other duties at the same level and of a similar nature may be interchanged or added to the list at any time following consultation and as the needs of the school dictate.
Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level
that is not specified in this job description.

Employees are expected to take part in the appraisal process and attend appropriate skills training/performance development as required.

Employees are expected to work within school policies and procedures.

Employees are expected to support the ethos of the school.

Employees are expected to be aware of the confidential nature of issues related to home/pupil/teacher/school work in line with Child Protection, Safeguarding and GDPR.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Employees are expected to adhere to the standard dress code presenting a professional image to students, parents, governors and the wider community.

Valuing Diversity – to accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the school.

Equal Opportunities - we are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Customer Focus - we put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Health & Safety - all employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment - this school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance – good attendance enhances the service delivered by school, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

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.

Signature of post holder _____ Date _____

Signature of School Business Manager _____ Date _____

Updated November 2026