



Job Description

Job Title: Conduct Leader

Salary: £18,000 to £21,000 (FTE)

Responsible to: Assistant Principal

Relationships: Internal: Staff and Students
External: UTC Governors, Sponsors and Employer partners, LA and Council representatives, other UTCs, MAT, Schools, Colleges and Universities, Parents.

Main Purpose of Job:

The post holder will work as part of a **small team**, managed by the Assistant Principal, collectively providing a number of services for students to enable them to make the most of their time at the UTC:

- To form strong, positive relationships with students across the UTC
- To offer behavioural interventions for students
- To generate an ethos of professional conduct and respect amongst all students at the UTC
- To support marketing and recruitment activities

The overall aim of the Student Support Team is to enable students to make the most of their opportunities at the UTC

Main Duties and Responsibilities to include

Supporting Conduct of Students

- To supervise the behaviour of the students whilst they are on break and lunch
- To walk about the school building whilst teaching and learning is taking place to check that no students behaviour is a barrier to education.
- To supervise any student during behaviour interventions as necessary
- To support the targeted intervention strategies put in place
- To investigate conduct incidents and bring recommendations to senior staff as directed by you line manager.
- To support the UTC's anti-bullying campaign for all students across the UTC
- To liaise effectively with parents/carers, staff and agencies to support student conduct and well-being as directed by your line manager.
- To support celebration events
- Oversee support packages for pupils to reintegrate them into school following periods of exclusion/absence as directed by your line manager

General

- To take part in the UTC enrichment programme
- Support the PE team with movement to/from playing areas
- Supervision of a walking bus to/from the train/bus station
- To provide cover supervision across the UTC as other duties permit and in line with UTC policy

- Provide first aid support to visitors/students/ staff

To carry out any other duties as reasonably required by the Principal that are commensurate with grade and nature of the post

Conditions

- Term time only – 39 weeks
- Usual daily working hours between 7.45am and 5.00pm, total 36.5 hours per week – actual hours to be agreed.

The post holder will have responsibility for promoting and safeguarding the welfare of children and young people s/he comes into contact with.

Whilst every attempt has been made to cover the main duties and responsibilities of this post, this list is not exhaustive and each individual task involved in the roles may not be identified. This job description is open to discussion at interview to meet a particular individual's strengths or personal development goals.

Furthermore, the exact nature of the post will be finally determined once the appointment has been made and reviewed annually. This will be in full collaboration with the successful candidate taking into account the individual skills and experiences they bring with them.

This post is subject to a criminal records check from the Disclosure & Barring Service (formerly CRB) as part of the UTC's responsibility for promoting the welfare and safeguarding of children. Further details regarding the checks are available by visiting <https://www.gov.uk/dbs>.