



## **ROLES OF STUDENTS AND STAFF IN BEHAVIOUR MANAGEMENT (PRIMARY)**

The following should be read in conjunction with staff job descriptions and the Student Code of Conduct.

### **STUDENTS:**

Are responsible for behaving according to the Academy expectations, the Code of Conduct and Equal Opportunities policy at all times.

### **ALL STAFF (TEACHING AND OPERATIONAL STAFF):**

Are responsible for challenging any behaviour which breaches the Academy's rules and expectations.

If a member of staff is challenged when picking up one of the above issues and requires assistance, the matter should be referred to the class teacher or, if sufficiently serious (e.g. the child has been aggressive or blatantly defiant towards the member of staff), to a member of the PSLT.

All members of staff who are on duty first thing in the morning or at break are responsible for picking up incidents of inappropriate behaviour in the grounds, dining hall or school environment. If unresolved by the member of staff, the incident should be passed on to the relevant class teacher or if sufficiently serious, to a member of PSLT.

### **CLASS TEACHERS**

are responsible for:

- ensuring prompt and orderly entrance and exit of pupils into and out of the classroom
- challenging latecomers and issuing suitable consequences
- checking that uniform is correct (and addressing where it isn't)
- ensuring that pupils sit according to the seating plan
- ensuring that coats and other outdoor clothing are taken off and hung up appropriately
- checking that pupils have all the correct equipment, including reading bags, water bottle
- checking that pupils have completed independent/ home learning tasks (and challenging where they don't)



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- ensuring that pupils behave according to the Academy rules and expectations during the lesson (behaviour for learning, EO, respect etc.) and challenging/intervening where necessary
- challenging any child who speaks inappropriately to them or another adult
- picking up any EO incident, dealing with it
- calling for support from a member of PSLT for any major incidents
- using sanctions for behaviour as appropriate
- ensuring pupils leave the room tidy at the end of the day or after activities

### **THE HEAD OF PRIMARY/PSLT**

Together with the Academy's Principal, oversees and has responsibility for the Primary Academy's Positive Behaviour for Learning Policy and procedures, decides on external exclusions, conducts exclusion readmissions, as appropriate.

### **THE GOVERNING BODY**

Oversees the Academy's Positive Behaviour for Learning Policy and procedures and monitors exclusions from school half termly. Governors sit on the Student Disciplinary Committee and Exclusion Panels as required.

### **The Assistant Principal i/c SEND**

Responsible for coordinating support given to pupils on the SEND register with BESD needs. This involves:

- setting up appropriate timetables of support for SEND teachers and TAs
- arranging and attending annual reviews
- liaising with staff, parents and external agencies
- supporting and advising TAs and class teachers regarding specific pupils in matters of behaviour management and differentiation
- arranging PSPs and making referrals to external agencies
- reviewing provision and support for BESD pupils regularly and tracking their progress.

### **TAs**

are responsible for working with the class teacher in:

- ensuring orderly entrance of students to the classroom
- challenging latecomers
- checking that uniform is correct (and challenging where it isn't)
- ensuring that pupils sit according to the seating plan
- ensuring that coats are hung up appropriately



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- checking that pupils have all the correct equipment including their book bags, reading book
- ensuring that pupils behave according to the Academy rules and expectations during the lesson (behaviour for learning, EO, respect etc) and challenging/intervening where necessary
- challenging any pupil who speaks inappropriately to them
- picking up any EO incident and reporting it to the class teacher

### **MIDDAY SUPERVISORS**

are responsible for:

- managing the behaviour of pupils within the dining areas
- challenging any pupil who speaks inappropriately to them and referring the matter on to a member of PSLT or other members of staff on duty if necessary
- referring any difficult situation to the class teacher or a member of PSLT
- providing a general presence and around the lunch time areas, ensuring that pupils behave safely and according to the school rules and expectations and uphold our dining expectations.

### **ADULTS SUPERVISING OR RUNNING ENRICHMENT ACTIVITIES**

are responsible for:

- ensuring that all health and safety rules are adhered to
- ensuring that pupils behave according to the Primary Academy rules and expectations during the activity (behaviour for learning, EO, respect etc) and challenging/intervening where necessary
- challenging any pupil who speaks inappropriately to them and referring the matter on to the class teacher
- picking up any EO incident and reporting it to the class teacher

### **THE BREAK DUTY TEAM**

are responsible for managing the behaviour of students at break time throughout the site.

This involves:

- being at the assigned station (including responding to wet break changes)
- being on time and staying for the duration of the duty
- playing a proactive role in supervising pupils
- ensuring that pupils line up promptly at the end of break
- ensuring that pupils leave the area they are vacating neat, tidy

**Reviewed June 2020**



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ISAAC NEWTON  
ACADEMY