

CANDIDATE PACK

Operational Behaviour Manager



Start date:
September 2026

Location:
Rye Rd,
Hastings,
TN35 5DN

About Us

At East Sussex Academy we aim to ensure continuity and care for pupils during this transition, as we begin an exciting journey of improvement. We are committed to delivering high quality education for pupils, many of whom have had challenging experiences in mainstream settings and need support and encouragement to access learning. Ahead of the school's transfer into LSEAT (at which point it will officially become East Sussex Academy) we are already implementing some bespoke provision and services to support young people and schools across the county.





About the Trust

Our school is part of London South East Academies Trust - a multi academy trust sponsored by London South East Colleges. In 2024 the Trust was formally recognised and awarded as the TES Small Trust of the Year.

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools

Read more on the trust website:
LSEAT.co.uk

Job Description

Job title: Operational Behaviour Manager

Salary: H26 to H30 on the LSEAT Harmonised Pay Scale

Contractual Hours: 37 hours per week / term time only

Position Status: Permanent

About our Vacancy:

We are seeking an experienced and highly motivated Operational Behaviour Manager to join our team at our Hastings campus from September 2026.

This is a key operational role where you will work closely with the Senior Leadership Team to lead and coordinate behaviour support across the school. You will oversee the daily deployment of behaviour support staff, manage cover arrangements, and ensure a consistent and high-quality approach to behaviour management in line with school policies.

The role involves leading a team of Behaviour Mentors, coordinating student routines (including arrivals, departures and detentions), and implementing targeted interventions to support pupils who are disengaged from learning. You will play a central role in maintaining a calm, structured and supportive learning environment and in removing barriers that impact on student progress.

We are committed to safeguarding children; successful applicants will be required to undertake an enhanced DBS check.

We are the newly commissioned Alternative Provision in East Sussex for pupils who have been permanently excluded from school or are at high risk of permanent exclusion.


Our school is based across three sites: this post is for our Hastings site.

We are looking for enthusiastic, kind, caring, resilient and dedicated people to join our team.

We will offer induction training for new staff and provide ongoing CPD for our team in order to ensure we are at the forefront of educational thinking, with the children at the heart of all we do.

Job Description

Main Purpose of the Job

- To work closely with the Senior Leadership Team in overseeing the daily allocation of support staff for behaviour and to take responsibility for support staff cover arrangements.
 - To lead a team of behaviour learning mentors, setting standards of effective practice and ensuring a consistent approach in line with school policies.
 - To coordinate the arrival and departure of pupils every day, organise detention supervision and homework distribution, collection and tracking.
 - To work as part of the whole staff team in managing and modifying the behaviour of children and young people and supporting them in their learning.
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- To pro-actively support the emotional and behavioural difficulties experienced by the client group through providing direct interventions for out of class behaviours and non-engagement in learning, developing personalized, time limited mentoring programmes to help young people remove the barriers to learning.
 - Modelling appropriate social skills and supporting students in making the right choices, taking a lead in resolving conflict and encouraging young people to develop thinking skills. Working with colleagues to promote good learning habits in pupils whilst promoting the highest expectations of behaviour.
 - Supervising pupils and engaging positively with them in both structured and unstructured times.
 - Maintaining professional boundaries at all times and observing / upholding the values and ethos of the Federation whilst contributing to the overall vision of the organization.

Principal Accountabilities

- Working across the school in managing the team of behaviour mentors who support students who are struggling to engage in learning, encouraging participation and promoting the highest expectations of behaviour.
- Maintaining order and promoting a calm learning environment around the school building through establishing a constant staff presence in the corridor areas as well as being available to support with behaviour both in and out of the classrooms.
- In partnership with SLT, to coordinate personalised, time limited intervention programmes to address and remove the barriers to learning and engagement.
- To lead on the challenge for out of class behaviours, uniform, morning checks and punctuality of pupils.
- To establish high standards of behavioural expectation and monitor the management of behaviour by all staff throughout each day, undertaking on going checks and ensuring that staff are adhering to the Behaviour Policy.
- To take responsibility for ensuring that all pupils are debriefed following any significant incident and that the debriefing of staff involved in any positive handling takes place within 24 hours of any incident.
- Contribute to the whole school ethos of restorative practices and solution-focused work to support children and young people in making the right decisions and developing improved personal strategies for managing and modifying their own behaviour.
- Monitor the quality of the environment in relation to damage and graffiti – using restorative practices to address issues and work with site staff in ensuring the building is maintained in a timely manner.
- Support staff in the use of PRICE techniques and analysis of incidents to inform future planning through daily debriefing meetings.
- To coordinate with SLT the review of all risk assessments and positive handling plans and attend relevant meetings in relation to this.
- To complete daily checks on incident reports being completed and bound book entries being fully compliant, liaising with SLT on quality.
- Attend daily briefing and debriefing meetings as well as other staff meetings and team training as directed by the Headteacher.
- Develop a stimulating and exciting learning environment for students with opportunities for broadening experiences and learning new skills.
- Undertake supervisory duties during unstructured time in line with the team ethos of the school and any other reasonable duties as directed by the Headteacher
- To engage with professional development and undertake tasks and responsibilities associated with the training completed*.
- To abide by the school's policies, including those relating to safeguarding, health and safety and equal opportunities.
- To undertake other reasonable duties which are consistent with both the needs of the school and commensurate with the role of the post holder.

What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other
- A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Free parking on site
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free Onsite Parking - available at our schools.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.

Person Specification

Skills, abilities and experience	Essential	Desireable
Experience of working effectively with disaffected pupils who display emotional and behavioural difficulties and/or on the autistic spectrum and to evidence progress and outcomes for those pupils in relation to academic and behavioural progress.	√	
Recognised ability to engage pupils positively whilst maintaining consistent boundaries.	√	
Ability to demonstrate to others high level of skill in developing positive, professional relationships with young people which enable escalating situations to be diffused.	√	
Confidence in managing highly challenging behaviour and ability to resolve issues independently, showing initiative in personalizing approaches within a framework of agreed strategies which then impact on the behaviour of individual pupils over time.	√	
Excellent written and verbal communication skills and an ability to work effectively with schools, parents, young people and other agencies.	√	
Confidence in training, advising and supporting colleagues in managing behaviour.	√	

Skills, abilities and experience	Essential	Desireable
Excellent written and verbal communication skills and an ability to work effectively with schools, parents, young people and other agencies.	√	
Confidence in training, advising and supporting colleagues in managing behaviour	√	
Evidence of being able to re-engage disaffected pupils in lessons and reduce out of class incidents through personal engagement strategies.	√	
Knowledge of a range of additional educational needs that may affect the emotional welfare and behaviour of young people and evidence of strategies to overcome these and support inclusion.	√	
Ability to be able to lead and mentor others in setting the highest standards of behaviour and to present solutions to challenging situations, guiding others in operational decisions.	√	
Excellent organisational skills and ability to communicate operational demands to other staff.	√	
Confidence in challenging professional practice and willingness to hold others to account whilst enabling staff to meet required standards through motivating, encouraging and training.	√	

Skills, abilities and experience	Essential	Desireable
Experience of effective team working.	√	
Confidence in delivering training to others.	√	
Able to demonstrate robust skills and understanding of operational management.	√	
Willingness to be flexible and responsive to individual student's needs but able to work within the framework of consistent, agreed approaches.	√	
Strong personal boundaries in relation to self-management and interaction with others.	√	
Price instructor trained or willingness to undertake this training.	√	
Ability to demonstrate confidence, resilience and perseverance.	√	
Ability to be flexible and cope with changing priorities and demands	√	
Basic IT skills and willingness to engage in further training and support to be able to use management information systems.	√	
A firm grasp of the importance of confidentiality and the duties of education professionals in relation to safeguarding concerns.	√	

How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page [here](#).

