

Contents

Acknowledgements viii

Author's note ix

Introduction 1

Part One In the Beginning 3

1 The Basics of Behaviour Management 4

What are the basics? 4

2 Managing the First Meeting 21

Why is the first meeting so important? 21

What do you need to know before the first meeting? 22

Establishing your teaching style 23

Establishing your expectations 25

Establishing the pattern of your lessons/days 28

Learning names 32

Reducing the stress of the first meeting 34

3 Key Strategies and Techniques 36

How do I gain and keep control? 36

Part Two The Teacher and Teaching 51

4 The Effective Teacher 52

The learning process 52

The teacher as role model 52

Effective verbal and non-verbal communication 54

- The teacher within the space 64
- Psychological aspects of teaching 65

5 Teaching Styles 67

- What is a teaching style? 67
- Different types of teaching style 67
- Effective teaching styles 71
- Enhancing your teaching style 76
- Maintaining a positive approach 78

6 Rewards and Sanctions 80

- Why use rewards and sanctions? 80
- Some thoughts on rewards 81
- Some thoughts on sanctions 87

7 Teaching for Good Behaviour 95

- Teaching and behaviour 95
- Effective planning and teaching 97
- The format of lessons 98
- The delivery of lessons 105
- Engaging activities across the curriculum 107
- Using resources 112

Part Three The Students and the Setting 115

8 The Students 116

- Dealing with different types of student 116
- Student case studies 118
- Students and special educational needs staff 132
- Students and transitions 133

9 The Teaching Space 135

- The environment and behaviour 135
- The layout of the space 139
- Some thoughts on different spaces 141
- The teacher within the space 148
- Dealing with problem spaces 149

10 The Setting 152

- The setting and behaviour 152
- Effective behaviour policies 156
- Effective support systems 160

11 Managing Behaviour: Early Years and Primary (3–11) 164

- Young children's behaviour 164
- Starting out: early years settings 165
- Starting out: primary school 166
- Teaching learning behaviours 167
- 'Training' your children 170
- Seven key strategies for success 172
- Towards secondary school 181

12 Managing Behaviour: Secondary and Further Education (11+) 185

- Behaviour with young people and adults 185
- Starting out 186
- Seven key strategies for success 192
- The form tutor and behaviour 198

13 Common Behaviour Issues 200

- Ten strategies for dealing with common behaviour issues 200

Part Four When Things Get Tough 209

14 Managing Confrontation 210

- Why do confrontations arise? 210
- How to avoid confrontation 212
- How to deal with confrontation 213
- Teaching in the toughest settings 216

15 Managing Stress 219

- I can't cope any more! 219