



Behaviour Support Officer

Job Description

Faculty / Department:	Student Experience
Campus:	Burslem Campus, with ability to cover at Cauldon Campus

Responsible to:	Safeguarding and Wellbeing Manager
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Responsible for:	N/A
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Grade:	Salary: £19,692 per annum, pro rata (Grade 2, SCP 4)	Hours:	37 hours per week, term time only, 36 weeks per year (0.82 FTE)
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Role Summary:
<p>To support, influence, and improve behaviour standards throughout the organisation, improve the attendance, retention and achievement of students at the College.</p> <p>To have a proactive and visible presence on campus, challenging unsafe behaviours and educating learners so they can make better choices.</p>

Main Duties and Responsibilities:
<p><u>Work Processes and results</u></p> <ul style="list-style-type: none"> • Supporting teaching staff with disruptive pupils in classrooms to help break down barriers to learning. • Establishes and maintains regular contact with teaching staff from the allocated curriculum to identify students who are not attending. • To liaise with parents, external partner agencies, education welfare and the police with regard to confidential/sensitive information and complex issues. • Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Deliver behaviour expectations and 'be kind' antibullying workshops to learners & staff as part of Tutorials and Staff CPD.

- Keep accurate records and write short reports including presenting numerical data, which will then be presented to the Health & Safety and Safeguarding committees.
- Ensure all learners adhere to behavioural policies and record irregularities.
- Provides practical support for students who are not attending regularly by listening to them, discussing problems, helping to find solutions and encouraging them to attend.
- Make learners aware of other areas of the support network in College and externally and makes referrals as appropriate (e.g. to Teachers, Heads of Learning, Mentors, Counsellors, Student Finance & Travel Advisors, Careers Advisors, Information, Advice and Guidance (IAG) Team, Learning Support, Safeguarding and Wellbeing, etc).
- Complete reports by recording observations, information, occurrences, and surveillance activities. Recording incidents on SHE system as required.
- Maintain organisations stability and reputation by complying with legal requirements, carrying out risk assessments.
- Assist with fire evacuation testing and emergency planning scenarios as required.
- Work with technical equipment such as CCTV and 2-way radio communications.
- Carry out screening, search and confiscation in accordance with College procedures and DfE guidance.
- Respond to First Aid requests and maintain that qualification throughout employment, including the use of a defibrillator and maintain the qualification throughout employment.
- Provide support at key functions including enrolment, open evenings, and parent evenings.
- Maintain and develop office systems including electronic and paper files and data management that conform to GDPR rules.

Team Work

- To work closely with the other Departments, as well as with external partner agencies.

Communication / Documentation

- Communicate clearly, effectively and professionally across a wide range of audiences.

Personal Development / Performance

- Demonstrate a commitment to continuing Personal/Professional Development.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

Equality, Diversity & Inclusion, Health and Safety and Strategy

- A strong commitment to the principles and practice of Equality, Diversity and Inclusion.

- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

College Values

- To demonstrate and uphold the College's values, or Trust, Resilience, Authenticity & Ambition, Innovation & Collaboration, and Nurture (TRAIN).
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate in making the College and inclusive environment in which to learn and work.

Safeguarding of Children and Vulnerable Adults

- To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges. To attend relevant and associated training, as required.

General Data Protection Regulation and Data Protection Act 2018

- To understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the post-holder.

These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder.

This Job Description and Person Specification is accurate as at September 2022. In consultation with the postholder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.



PERSON SPECIFICATION

Behaviour Support Officer

Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
Qualifications/ Education/ Training	<ul style="list-style-type: none"> Qualified to A Level standard, or equivalent 	A	<ul style="list-style-type: none"> Specialist qualification in a relevant subject 	A
	<ul style="list-style-type: none"> Minimum of 4 GCSE's at Grade 4-9 (C or above) (or equivalent qualifications) including Maths and English 	A	<ul style="list-style-type: none"> Training in conflict resolution, breakaway techniques, control & restraint/safe holding, search and weapons, drugs and alcohol etc 	A, I
	<ul style="list-style-type: none"> First aid at work certificate (renewable every 3yrs) or willingness to attain this required qualification. 	A	<ul style="list-style-type: none"> Mental Health First Aid training. 	A
Experience	<ul style="list-style-type: none"> Significant experience of working in an environment with young people (16-19), including those with challenging behaviours 	A, I	<ul style="list-style-type: none"> Experience of working in Education 	A
	<ul style="list-style-type: none"> Experience in in dealing with highly sensitive and confidential matters. 	A, I	<ul style="list-style-type: none"> Significant knowledge and experience in using a learner records system, e.g. Pro-Monitor. 	A
Skills/ Aptitudes/ Competences/	<ul style="list-style-type: none"> Up-to-date knowledge of behaviour management of current key issues that young people face 	A, I	<ul style="list-style-type: none"> Highly developed interpersonal skills and emotional intelligence. 	A, I
	<ul style="list-style-type: none"> Ability to problem solve effectively, and 	A, I		

	<p>to work on own initiative</p> <ul style="list-style-type: none"> • Strong negotiating and influencing skills and the ability to convince through personal credibility • Able to form impartial and balanced judgements and make quick decisions in a high-pressured situation • Strong team player, with an organised, positive attitude to work • Highly developed written, verbal and non-verbal communication skills • Excellent time management, organisation and prioritisation skills • Ability to provide an effective, proactive, customer focussed service to customers and other key stakeholders • Proven ability to work well in a fast-paced environment, meeting multiple deadlines within set timescales • Well-developed IT Skills, including the use of Microsoft Office, Word, Excel. 	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>		
Other	<ul style="list-style-type: none"> • Demonstrate commitment to and an understanding of diversity and equality • A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults • Ability to travel between, and work 	<p>I</p> <p>I</p> <p>I</p>		

Vacancy number: 2179

	from, Burslem and Cauldon campuses as required.			
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