



Positive Behaviour Practitioner Job Description

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| Faculty / Department: | Student Experience |
| Campus: | Cauldon and/or Burslem Campuses |

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| Responsible to: | Safeguarding and Wellbeing Manager |
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| Responsible for: | N/A |
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| Grade: | Salary: £23,720* per annum, pro rata *From 1st November 2023 Actual Salary: £20,430* per annum | Hours: | 37 hours per week, 38 weeks per year, Term Time Only, (0.86 FTE) |
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Role Summary:

To support, influence, and improve behaviour standards throughout the organisation, improve the attendance, retention and achievement of students at the College.

To have a proactive and visible presence on campus, challenging unsafe behaviours and educating learners so they can make better choices.

Main Duties and Responsibilities:

Work Processes and results

- 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 March 2024. 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: | |
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| 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 | | |

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| | <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> | | |

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| | from, Burslem and Caudon campuses as required. | | | |
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TERMS & CONDITIONS FOR EDUCATION BUSINESS SERVICES (STOKE) LTD.

Conditions of Appointment

All offers of employment are subject to a Probationary period of up to six months, during which time performance will be assessed. In addition, all appointments are subject to:

- *A satisfactory Enhanced Disclosure by the Disclosure and Barring Service (DBS).*
- *A satisfactory Children's Barred List check;*
- *A satisfactory overseas criminal record check (if applicable);*
- *Verification that candidate is legally eligible and permitted to work in the United Kingdom;*
- *Verification of all relevant and required essential qualifications for the relevant post, by original certificate;*
- *Receipt of two references considered suitable by the College;*
- *Successful completion of all elements of the Company and College Induction during the Probationary period, including training modules in Safeguarding, WRAP, Equality, Diversity and Inclusion, GDPR and Health and Safety.*

Pension Arrangements

Eligible employees will be automatically enrolled into the stakeholder pension scheme provided by Scottish Widows.

Working Hours

The standard full-time working week for all staff is 37 hours.

Maternity, Paternity & Adoption

The College has a suite of Family Friendly policies, including Maternity, Paternity and Adoption schemes, some of which provide enhanced benefits, whilst others provide statutory benefits.

Sick Pay

The Company has a scheme of enhanced sickness benefits.

Training and Development

Education Business Services (Stoke) Ltd is committed to the professional and personal development of all our employees. Individual Training and Development plans are formulated via the Staff Check-in process.

Holidays

Education Business Services (Stoke) Ltd staff are entitled to 32 days' annual leave, plus 8 bank holidays. There are a number of directed leave days each academic year and these are set out in the College Calendar. Typically, these directed leave days will be during Christmas, Easter and in the summer period where the College will close its sites in the interests of efficiency.

Staff Parking

Free and ample parking space is available on both sites, subject to availability at peak times.

Salary Payments

Salary is paid by direct credit transfer to your bank or building society account in 12 equal instalments. Payment is made on the 27th day of each month or, if this lands on a weekend or bank holiday day, payment is made on the previous working day.

Notice Periods

The amount of notice you are required to give and entitled to receive is 1 month. Fixed term employees are required to give and are entitled to notice as per their contract of employment.

Location of Work

Your principal place of work will be at the site given in your Job Description, Contract of Employment and Conditional Offer Letter. However, you may be required to work on either campus temporarily or on an indefinite basis.

Equality of Opportunity

Education Business Services (Stoke) Ltd is committed to the principle of equal opportunity. We will ensure that no employee, applicant for employment or student receives less favourable treatment on any grounds, which cannot be seen to be justified in relation to employment, education and training.