

Job Description
Behaviour Management Team Coordinator

1. Post:	Behaviour Management Team Coordinator
2. To Whom Responsible:	Principal
3. Line Manager	Principal
4. Salary Scale:	£20,000 – £23,000 dependent on experience

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post, as defined below.

Job Summary

The post holder will be the coordinator for Oakwood Court Colleges Behaviour Management Support. They will have the knowledge and skills in positive behaviour management and a variety of approaches to support this. The post holder will be required to work independently and have the skills and experience to enable autonomous practice in all areas including consultation responsibilities, service delivery and decision making. The post holder will under supervision, support the college in addressing the needs of students who require particular support to overcome behavioural, emotional or social barriers to learning in order to engage them fully with the learning offered throughout the college.

Main Duties

- Support the college by coordinating and ensuring delivery of behaviour and nurturing interventions for students
- To delegate responsibilities for work to be completed where needed throughout the Behaviour management team meetings
- To undertake comprehensive assessments and reviews of students to determine those in need of particular support and to target personalised interventions within a learner profile. (Boxall Profiling)
- To maintain records and to develop recording systems to support on-going comparative analysis of behaviour across the whole college (both sites) by frequent review of accident and incident forms.
- To work as a coordinator of any Behaviour Management Support offered to any learner, through transition in and out and whilst in placement.
- To develop a system for ensuring that debriefing of staff is consistent and documented to ensure lessons are learnt.
- To conduct investigations into practice where relevant to behavioural techniques and processes
- To work collaboratively with the learner journey planner and the SaLT, ensuring that behavioural support plans embedded to the individual education plans.
- Arrange and develop 1:1 support with learners where needed to aid with positive strategies and behavioural support.
- Provide information and advice to enable all learners to make choices about their own behaviour.
- To develop and deliver training to the whole college to support the use of positive behaviour support plans across the whole college
- To attend learner reviews who are currently being monitored under behavioural support remit.
- To become a NAPPI trainer. To develop the confidence in staff to use and reflect on the NAPPI principles and Physical interventions in real life situations and in training.
- To work with sensitivity and expertise to attend the needs of all learners that participates in education at college irrespective of background.
- To Consult and or work jointly with multi- disciplinary professionals from IATT, CAMHS or any other external agency working with learner and provide senior expertise from the college perspective.

- To maintain records consistently with confidentiality and in keeping with professional practice, particularly attending to accuracy and evaluation
- To produce relevant reports on learners to contribute to multi-disciplinary team reports for internal and external purposes.
- To ensure the highest professional standards by maintaining, initiating and managing a continuing professional development plan.
- To maintain a highly specialised knowledge and skill base about developments in child protection policy and practice alongside safeguarding.
- To keep up to date with local information and services and signpost learners and families where relevant.
- To remain up to date with local and national developments in policy, practice, legislation, guidance and associated enquiries in this specialist area.
- To Maintain a highly specialised knowledge base in the field of severe and complex special needs and associated health and other interventions, to be aware of the research basis for these interventions and to update this knowledge regularly. Following this dissemination of the evidence based practice internally and externally where needed.
- To quality assure all incident forms for accuracy and consistency to finalise one report.

Contacts

- Students – the post holder will have significant interactions with students on a daily basis
- Staff – the post holder will have contact with member of staff across education and residential who educate and support learners.
- Parents – the post holder will have contact with parents to liaise about positive behavioural support and learners individual education plans.
- Outside agencies – working collaboratively with external agencies through referral process i.e. CAHMS, IATT, OFSTED, CQC etc.

Person Specification – Behaviour Management Team Coordinator

	ESSENTIAL (ie all the qualities that an applicant needs to be able to do the job).	Desirable (ie the qualities that the applicant needs to be able to do the job well).
Knowledge and Qualifications	<ul style="list-style-type: none"> • An excellent knowledge of working within a specialist college for adults with learning disabilities and challenging behaviours. • Knowledge of relevant college policies for example, Child Protection, Health and Safety, Equal Opportunities, Safeguarding • Knowledge of positive approaches to behaviour management • Experience of working with learners presenting challenging behaviours • Experience of advising staff / parents on behaviour management techniques • Experience of engaging with a wide range of external agencies • Knowledge of flexibility and being open to new ideas • Ability to take accountability of decision made and follow this through a process as required • Award in Education and Training 	<ul style="list-style-type: none"> • Experience of delivering training to a wide variety of staff • Worked as part of a multi-disciplinary team making decisions around the health and welfare of individuals • Named safeguarding officer for a company • Graduate (BA, Bed, BSc, PGCE, Cert ED etc.) • Qualified NAPPI Trainer or willingness to achieve • Completed advanced level safeguarding training • Experience of completing Boxall profiling on students
Special Skills Specific skills eg interpersonal skills, presentation skill, analytical skills etci	<ul style="list-style-type: none"> • Excellent communication and listening skills • Organised and methodical • Ability to work on own initiative • Good team worker • Ability to communicate clearly and concisely both orally and in writing and to produce reports and records in a way that is comprehensible to lay persons. • Ability to explain complex behaviour management issues to laypersons • Good data handling and analytical skills 	<ul style="list-style-type: none"> • Patient and caring personality • Ability to create positive working relationships with service users of all ages • Creative thinker • Ability to solve problems • Good presentation skills to individuals and groups
Personal Attributes Eg. Determination, dependability, leadership, team worker etc.	<ul style="list-style-type: none"> • Evidence of good interpersonal skills and the ability to work as a member of a team and develop and maintain good relations with all staff members. • To be able to work collaboratively with a range of staff from agencies as required. 	<ul style="list-style-type: none"> • Calm • Empathic • Creative thinking.

Other Circumstances	<ul style="list-style-type: none">• Full Driving license• Willingness to travel to company sites throughout the South West• Demonstrate a commitment to personal development and training	
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