
TITLE: SEND Behaviour Support Officer

GRADE: Scale 5

RESPONSIBLE TO: Senior Curriculum Manager

PURPOSE OF JOB

- To work closely with the SEND Senior Curriculum Manager to assess learners to develop and implement behaviour support strategies and plans for individual learners.
- To signpost and support learners by encompassing needs inclusive of SEMH, Pastoral needs, behaviour strategies and safeguarding.
- To work alongside staff to promote positive behaviour support for learners; to improve attendance, retention, achievement; liaise with other stakeholders to ensure it is in place.
- Ensure targets and outcomes are up-to-date and regularly reviewed.
- Developing learner's confidence, resilience and self-management skills
- Undertake 1:1 and group support sessions as required both in and outside of timetabled sessions based on need.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.

- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other staff:

- 2.1 To participate in College-wide projects and tasks.
- 2.2 To work in other support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may require working in other campuses of the College.

3. Particulars to the Post:

- 3.1 To adhere to relevant staff policies and the college's professional code of conduct and to always perform your duties in a professional manner being mindful of confidentiality as appropriate.
- 3.2 Developing positive behaviour Support Plans in a person-centred approach, which both meet the individual's needs.
- 3.3 Support learners with their progression – internal and external
- 3.4 Monitor at risk learners and work with parents, teachers and support teams to keep them attending, engaged and achieving.
- 3.5 Represent the student and college at internal and external meetings relating to students in SEND.
- 3.6 Maintain records of all interventions with students on Pro-Monitor including through SMART Targets and notes.
- 3.7 Support students in accessing internal support and signpost students to external support agencies.

- 3.8 Support students with initial safeguarding declarations and use "My Concern" to record these.
- 3.9 Work flexibly and undertake necessary duties related to administration, and documentation to support the quality of the provision.
- 3.10 Work collaboratively with all stakeholders to reflect upon current themes and issues within SEND and lead discussions to plan proactively for future developments.
- 3.11 To work collaboratively with Transitions team to forecast potential learners in the upcoming academic year.
- 3.12 Provide qualitative and quantitative updates and reports, including quality improvement recommendations which feed into the College SAR process.

4 Person Specification:

- 4.1 Attained English and Maths Level 2/GCSE (Grade 4 or above)
- 4.2 Effective IT and general administrative skills
- 4.3 A thorough understanding of and commitment to Equality & Diversity and Safeguarding & practical ideas for their implementation in this post.
- 4.4 Ability to effectively communicate and form positive working relationships with young people.
- 4.5 Ability to work as a member of a team and to establish effective working relationships both internal and external.
- 4.6 Proven track record of working positively with young people to support their development and progression.
- 4.8 Excellent presentation and communication skills.
- 4.9 Organised with the ability to prioritise effectively to meet deadlines.
- 4.10 Ability to build and maintain effective working relationships and work as a member of a team.
- 4.11 Ability to support others and use own initiative.
- 4.12 Ability to respond well to change, being positive and proactive – responding to changing needs of students, staff and campus.

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.