



Role Profile

Job Title

Positive Behaviour Support Coordinator

Salary range

Point 24

Contract

52 weeks

Main location

Portland College

Hours and basis

37.5 hours

Reports to

Positive Behaviour Support Team Leader

Date of issue

November 2024

Why Portland College needs this role

Portland College is a vibrant national college for people with a wide range of disabilities and associated learning difficulties. We strive to develop every learner's unimagined potential with a personalised programme.

This role will be as support for the Positive Behaviour Support Team Leader with supporting learners with complex behavioural needs and provide support for staff to be able to support learners effectively.

What you will be doing

- Main response for any behavioural incidents.
- Oversee behaviour rota by ensuring there is adequate cover for the department
- Ensure staff are completing incident reports to the required standard
- Support staff with completing accident forms to the required standard
- Complete learner reflections as part of a learning process for incidents
- Carry out de-briefs for staff after an incident within an agreed timeframe
- Attend external assessments/carry out external assessments with the Positive Behaviour Support Team Leader.
- Carry out observations of learners with identified behavioural concerns
- Support the Positive Behaviour Support Team Leader in writing termly reports around Positive Behaviour Support and analysing trends in behaviour
- Support the Positive Behaviour Support Team Leader in quality assurance processes with a focus on Positive Behaviour Support
- Support the Positive Behaviour Support Team Leader with the updating of Positive Behaviour Support plans and risk assessments
- Work with the Positive Behaviour Support Team Leader in liaising with therapy teams to support with behavioural strategies
- Link with line managers to identify staff who need support with Positive Behaviour Support strategies
- Link with Positive Behaviour Support Team Leader to identify training needs for staff
- Named safeguarding individual
- Train staff in the Positive Behaviour Support Model

Key results we want to see from this role

- Positive feedback from learners and colleagues about the support you personally deliver.
- Being an effective role model for the standards of behaviour required by the college.

Dimensions of the role



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- Work within the Positive Behaviour Support framework
- Work flexibly across Further Education to ensure high quality support is given to learners
- Manage and monitor all Health and Safety considerations in accordance with Portland's Health and Safety Management system

Key work relationships

- Positive Behaviour Support Team Leader
- Learners and their families/carers
- Tutors and Learning Support Assistants
- Therapy Teams
- Curriculum Manager.
- Further Education Residential Staff.
- External agencies

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values.

Successful applicants will be required to undertake an enhanced Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.

Other Duties & Responsibilities

- Such other duties as the management may from time to time reasonably require
- To support the development of the Learning & Teaching functions as and when required

The above role profile is not all encompassing and is subject to regular review.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.