



Role Profile

Job Title

Positive Behaviour Support Team Leader

Salary range

Point 42

Contract

52 weeks permanent

Main location

Portland College

Hours and basis

37.5

Reports to

Inclusion Manager

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 Inclusion Manager.

What you will be doing

- Line management responsibility for PBS coordinators
- Completion of PBS reports in line with the quality cycle
- Deputy Designated Safeguarding Lead in education
- Act in an advisory and support capacity for all residential areas and day service
- Completion of Mental Capacity Assessments
- Main response for any behavioural incidents
- Ensure all relevant documentation is completed to the expected standard through training and oversight. This includes post incident support documentation, learner reflections body maps etc.
- Ensure staff are completing PBS incident reports and accident forms and support staff with their completion to the expected standard
- Attend external assessments/or carry out external assessments with the Inclusion Manager
- Be part of the initial assessment process
- Attend Multi-Disciplinary Team termly meetings with Progression tutors to set behaviour targets for learners.
- Lead on quality assurance processes with a focus on Positive Behaviour Support
- Completing updating of behaviour plans and risk assessments
- Identify and deliver relevant training to staff teams
- Identify support strategies for learners and link with relevant staff to identify staff who need support.
- Deliver Nappi training and oversee the training needs analysis

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.
- Effective quality and data processes being followed in line with the quality cycle
- Meeting Ofsted requirements within the educational framework of Personal development and Behaviour and Attitudes.

Dimensions of the role



Role Profile

Job Title

Positive Behaviour Support Team Leader

- Work within the Positive Behaviour Support framework
- Act as a Deputy Designated Safeguarding Lead for education
- Work flexibly across Further Education to ensure high quality support is given to learners
- Line management of the Positive Behaviour Support coordinator
- Manage and monitor all Health and Safety considerations in accordance with Portland's Health and Safety Management system

Key work relationships

- Inclusion Manager
- Learners and their families/carers
- Tutors and LSA's
- Therapy Teams
- Operations & Examinations Manager
- FE Residential Staff.
- External agencies
- Safeguarding team

Working Environment and working patterns

- Monday – Friday 8.30am – 4.30pm with flexibility to meet business needs
- Working within a multi-disciplinary environment with other therapy teams

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.