



**As one of the top 10 colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.**

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as a **Behaviour Support Officer**?

<b>Job Title</b>	Behaviour Support Officer
<b>Ref No.</b>	ME2425011
<b>Department</b>	Student Services
<b>Reporting to</b>	Assistant Principal Student Services
<b>Location</b>	Northampton, Booth Lane Campus
<b>Salary</b>	<p>In the range of £30,715 - £33,949 per annum pro-rata, actual salary in the range of £27,211-£30,076 per annum</p> <p>Starting salaries will normally be aligned with the first point in the grade for the role. Only in exceptional circumstances, as determined by the College, will appointment to a higher point be considered. If you have any queries regarding the College's policy on this, please contact the recruitment team prior to submitting your application.</p>
<b>Hours</b>	37 hours per week, 40 Weeks per year
<b>Contract Type</b>	Permanent, Part Year

**We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).**

**If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.**

## REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ 35 days pro rata annual leave, comprising 24 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year ***\*\*Holiday entitlement will be included in monthly pay to the value of 35 days per annum pro rata\*\****
- ▶ Discounts through membership of the NUS and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 25.40%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



# Job Description

## Role Purpose

To work with both Student Services and Estates to ensure that students meet the College's expectations regarding conduct whilst on College premises and in the community.

To support, influence, and improve student behaviour standards throughout the organisation, challenging unsafe behaviours and educating learners so they can make better choices.

To improve the attendance, retention and achievement of students at the College.

## Main Duties and Responsibilities

1. To promote high standards of behaviour within the College addressing behaviours that fall below the required standards.
2. To support teaching staff with disruptive students in the classrooms, helping to break down barriers to learning. Review information on students' progress using the College systems including the students' progress ratings, behaviours, and additional learning support needs, utilising this to inform discussions with students, colleagues, and parents/guardians.
3. To establish and maintain regular contact with teaching staff from curriculum areas to identify students who are not attending, ensuring prompt follow up of any concerns including contact with parents/guardians.
4. To arrange and deliver a range of workshops/tutorials to students that develop positive behaviours (for example on Knife Crime, Substance Misuse and College Expectations).
5. To keep accurate records and write reports on student behaviour, attendance and incidents including presenting numerical data, which will then be presented to the Health & Safety and Safeguarding committees.
6. To understand individual barriers to learning and provide practical support for students who are not attending regularly by helping to find solutions and encouraging them to attend.
7. To make students aware of other support networks in College and make referrals as appropriate (for example to Teaching Staff, Curriculum Managers, Assistant Principals, Wellbeing Staff, Student Welfare, Transport Advisors, Futures Team, Learning Support and Safeguarding).
8. To complete incident reports by recording observations, information, occurrences, and surveillance activities, ensuring incidents are reported as required.
9. To carry out student screening, search and confiscation in accordance with College procedures.
10. To respond to requests for First Aid including the use of a defibrillator and complete accident reports.
11. To promote and safeguard the welfare of children and young persons.
12. To undertake a wide range of administration duties including data management, ensuring adherence to General Data Protection Rules (GDPR).
13. To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

14. To carry out examination invigilation duties as required.

# Person Specification

	Essential	Desirable
<b>Education</b>	<ul style="list-style-type: none"> <li>English and maths GCSE grade C/4 or above/willingness to obtain, or equivalent skill level</li> <li>First Aid Qualified/willingness to obtain.</li> <li>Training in conflict resolution including for example breakaway techniques, control and restraint/safe holding, search and weapons, drugs and alcohol/or willingness to obtain qualifications.</li> </ul>	<ul style="list-style-type: none"> <li>Mental Health First Aid training.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>A comprehensive understanding of what can impact student behaviour and barriers to learning</li> <li>Understanding of, and commitment to, the principles of equity, inclusion and belonging</li> <li>Understanding of the principles of safeguarding young people and vulnerable adults in an educational setting</li> <li>Understanding of the principles of data protection</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>Enthusiastic, motivated and committed to supporting young people</li> <li>Highly effective influencing and negotiation skills</li> <li>Able to form impartial and balanced judgements and make quick decisions in a high-pressured situation</li> <li>Ability to defuse/resolve situations of conflict or high emotion</li> <li>Ability to effectively communicate in writing, verbally, and through active listening with a diverse group of colleagues, students and stakeholders</li> <li>Ability to use a range of Information Technology (IT)/Information Communication Technology (ICT) systems, including Microsoft Word, Excel, and Outlook</li> <li>Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines</li> <li>High levels of attention to detail and accuracy</li> <li>Ability to provide a responsive and professional level of customer service at all times</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a fast pace administrative role</li> <li>Experience of delivering high levels of customer service</li> <li>Significant experience of working in an environment with young people (16-19), including those with challenging behaviours</li> <li>Experience in dealing with highly sensitive and confidential matters</li> </ul>	

	Essential	Desirable
Attributes	<ul style="list-style-type: none"> <li>• Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence</li> <li>• Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach</li> <li>• Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions</li> <li>• Adaptability and reliability: adapts easily to changing situations and is dependable in fulfilling commitments</li> <li>• Priorities the needs of the team, customer, and the organisation</li> <li>• High degree of integrity and honesty</li> <li>• Empathetic: demonstrates thoughtfulness towards others</li> <li>• Resilience: able to recover from setbacks quickly</li> <li>• Self-motivated: demonstrates initiative, positivity, and a proactive approach</li> <li>• Positive role model for students</li> </ul>	



## GENERAL

**You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.**

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

