**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Behaviour Support Worker  |
| Salary: | Salary: - £26,873 - £28,770 |
| Grade: | 7 |
| Hours: | 37hrs  |
| Team: | Children & Family Care Service |
| Service Area: | Disabled Children - SEND |
| Primary Location: | Team office base: Ron Groves House, Kidlington.The role is predominantly community based direct support, and the successful candidate will need to be able to travel to multiple locations, some of which may be rural.Role related administrative tasks can be undertaken at home or from a number of OCC office bases.  |
| Budget responsibility: | None |
| Responsible to: | Behaviour Support Manager |
| Responsible for: | - |
| Political Restricted Post: | No |

## Job Purpose

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| *A brief overview of the key objectives of the job:*Working as part of the Children and Family Care Services Team the post holder will support, encourage, enable, and empower the lives of children who have a disability.The successful postholder will have a good understanding of positive behaviour support, be confident to implement strategies and boundaries, whilst providing direct support to young people in a range of environments.The role will involve providing advice, guidance and modelling of support to the young person, and their families/carers.You will assist with daily living skills, including personal care, medication administration and social opportunities. The service supports children with a disability in their homes, and in the community, before school, after school and at weekends. In addition, support is also provided during the day for pre-school age children, children out of school and all children during the school holidays.Successful candidate will need to be able to travel to various locations, some of which may be rural. A clean, valid driving license and access to a car are necessary.The successful candidate will need to be available to attend training, supervisions and meetings which usually take place during the daytime. The post involves working before and after school hours and including alternate weekends  |

## Job Responsibilities

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| *This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake*.* Support young people who are at risk of exclusion or have been excluded from school.
* To plan, provide and deliver meaningful daytime support opportunities outside of an educational placement.
* To work with individual young people helping them to identify their barriers to learning.
* To provide training and support as needed for schools/families within a Positive Behaviour Support framework.
* To support transitions within education and social care settings.
* To work alongisde the young person and support staff to offer strategies to support the child/young persons learning.
* To observe, identify and review patterns of behavior in school, home and other settings to assist to develop a consistent approach of response.
* To support the young persons communication across all settings.
* To be responsible for ensuring the Health and Safety of the child/ young person, self and others. This will include identifying risk, undertaking risk assessments, and contributing to multi agency risk assessments
* To contribute to and attend the child/young persons EHCP, social care reviews as required.
* To recognise, respond to, and report any safeguarding concerns.
* To keep clear concise records, including maintaining multiagency chronologys.
* Develop and impliment support strategies in the family home.
* To attend and contribute to supervisions, team meetings, training and undertake personal development as required.
* The post holder is responsible for ensuring that all County Council Safeguarding Policies and all other County policies and procedures are adhered to and concerns are raised in accordance with these policies.
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# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| Experience of working in Special Education Needs provision and or/supporting young people who have a diagnosed disability. | A,I |
| Ability to be confident, calm and resilient in supporting young people who may communicate their unmet needs via their behaviours. | I |
| Availability to work before and after school hours on weekdays. | I |
| Experience of providing direct personal care, and where needed assisting with daily living skills including personal care, medication administration and social opportunities | A,I,D |
| Be able to travel to various locations in 1 day, some of which may be rural. | A,I |
| Experience of developing and delivering Positive Behaviour Support Strategies. | A,I,D |
| Motivated and driven to enhance the lives and experiences of young people who have a disability.  | A,I |
| ICT proficient | A,I |
| Understanding of Education, Health and Care Plans | A,I |
| Able to work under pressure and have an awareness of personal safety and risk | I |
| Ability to communicate and collaborate with a wide range, across multiple settings, building effective working relationships  | I |
| Experience of dealing effectively with challenging situations. | I |
| Physically able to carry out a safe restrictive hold on a child/young person, only as a last resort to prevent injury or harm to self, others or property | A,I,D |
| Desirable Criteria | Assessed By: |
| PBS qualification | I,A |
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# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [x]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [x]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [x]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [x]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [x]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [x]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [x]  | Potential exposure to blood or bodily fluids | [ ]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):  |

April 2022