**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 Manager / Deputy Team Manager |
| Salary: | £40,476 - £43,693 |
| Grade: | 11 |
| Hours: | 37hrs |
| Team: | Children & Families Care Services |
| Service Area: | Children, Young People and Families |
| Primary Location: | *We operate an agile working approach with an expectation there are occasions we need to work out of our office base in Ron Groves House, Kidlington.*  *Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process* |
| Budget responsibility: | None |
| Responsible to: | Team Manager |
| Responsible for: | Behaviour Support team and extended team members in the absence of Team Manager. |
| 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 wider Disability Childrens Social Care Service, you will have day to day management responsibility for a countywide Behaviour Support team and deputise for the Team Manager in their absence.  You will need to be a strong leader with experience of delivering and promoting Positive Behaviour Support strategies with children and their families and have demonstratable experience of motivating and supporting teams.  You will support the management of a CQC domiciliary Care provider ensuring the service meets the needs of our children and is delivered to departmental and CQC standards through effective leadership and management.  The service works collaboratively with internal and external partners including the voluntary sector.  You will need to be a confident communicator, skilled in negotiation, decision making and relationship management.  You must be able to work independent, planning and managing a busy workload. |

## Job Responsibilities

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| * To deputise for the Team Manager as required * To provide responsive and flexible support through programming and planning of daily support. * To be involved in the recruitment and selection of staff across the service. * To identify on going staff development and training needs and to ensure that these are addressed. * To deliver direct training where appropriate. * To supervise, appraise and monitor staff. To be actively involved with the performance management of the teams. * To support the team to complete robust PBS plans and Risk management plans for individual young people. * To ensure children & young people’s and staff records are up to date. * To monitor and help develop the competencies of the behaviour support workers during their 6-month probationary period. * To train as an Intermediate Team Teach tutor and on successful completion deliver Team Teach training to the service and wider services with Oxfordshire County Council. * Develop innovative approaches to service provision within the limits of available resources * To undertake sickness monitoring with staff. * To support the Team Manager to ensure that CQC standards are maintained and adhered to across the service. * To organise and lead team meetings with staff and ensure an effective flow of information to the team. * To jointly plan and deliver team days * To programme and co-ordinate, the work of behaviour support staff * To ensure that the health and safety of children & young people and staff is maintained. * To be responsible for setting up monitoring and reviewing support packages. * To ensure all support packages are fulfilled within the resources available. * To jointly develop a parent/ carer and young people’s group to engage and gather their views. * To attend and contribute to monthly multi-disciplinary complex cases working groups. * To provide active communication with other professionals. * To undertake monthly audits and monitoring of designated patch areas * To promote integrated and partnership working with Health, Education, and social care providers * To be flexible in contractual hours of work including being available at times, early mornings, evenings or weekends according to the needs of the service. * To participate in the team’s duty system * To lead on special projects * To lead on all thing’s vehicle related such as procurement, bi-weekly checks, 8 weekly servicing, repairs etc. * Any other duties as may be deemed necessary to carry out the full remit of the role. * Setup and maintain systems and processes |

# 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: |
| Social Care Qualification | D/A |
| Minimum of 2 years Management Experience / Qualification | D/A/I |
| Positive Behaviour Support Coaches Qualification or willing to undertake | D/I |
| Ability and Willingness to complete an Intermediate Team Teach Tutors Course or be a current Tutor | A / I |
| Experience of working with vulnerable Children and Adults | A / I |
| Substantial experience of behaviour management including direct working with challenging children/young people or adults. | A / I |
| Experience of working with vulnerable children/adults and following the child protection/adult protection procedures. | A / I |
| Experience of developing and delivering services that meet the needs of the users | A / I |
| Experience of service development and leading on projects. | A / I |
| Experience of working in partnership with other organisations | A / I |
| Robust understanding of safeguarding policy and procedure | A / I |
| Experience of dealing with conflict. | A / I |
| Good standard of ITC skills including Excel/Teams/ Electronic timesheet monitoring | A/I |
| Experience of planning rotas for staff, prioritising workloads. | A / I |
| Ability to travel to different locations | A / I |
| Desirable Criteria | Assessed By: |
|  |  |
| Current Team Teach Tutor | A/ I |
| Understanding of CQC domiciliary care standards | A/I |

# 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).

|  |  |  |  |
| --- | --- | --- | --- |
|  | 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) |
|  | 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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|  | Provision of personal care on a regular basis |  | Driving HGV or LGV for work |
|  | 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 |
|  | 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 |
|  | Significant use of computers (display screen equipment) |  | Work with vulnerable children or vulnerable adults |
|  | Undertaking repetitive tasks |  | 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 |
|  | 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