

## Capital City College Group

### Job Description and Person Specification

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<b>Post:</b>	Learner Behaviour Support Officer
<b>Contract:</b>	Full Time, Permanent, Term time only
<b>Hours:</b>	35 hrs/week
<b>Reporting to:</b>	Coordinator Tutorials and Student Support
<b>Salary:</b>	£28,000 per annum

#### Key Purpose

To promote positive behaviour for learning across the college and assist Duty Managers with the effective intervention and challenge poor and anti-social behaviour on site.

#### Main Duties and Responsibilities:

- Maintain high visibility across the centre, communicating effectively with learners and promoting positive behaviours
- Reinforce college rules (IDs, hoods, etc)
- Supervise breakout areas and monitor learner behaviour
- Patrol the centre and guide learners to lessons
- Respond to issues of concern regarding learner behaviour and report incident to Duty Managers and Security
- Build rapport and signpost students to Learner Services for additional support
- Support Engage with students and assist them to build positive relationship with staff and other students

#### The post holder will also be expected to:

1. demonstrate model behaviours that, always, are consistent with an open, inclusive, and participative style.
2. be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development.
3. demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of the College.
4. abide by the College's data protection policy.
5. actively participate in the appraisal scheme.
6. participate in the implementation of and compliance with the provisions of legislation and good practice relating to health and safety.
7. carry out work in a manner and framework that is consistent with the College's requirement to safeguard children and vulnerable people.
8. Work within the College values.

The scope of this profile reflects the needs of the College at the present time: it is not intended to be a fully inclusive or exhaustive list. The post holder will therefore be expected to work flexibly and to undertake such other duties as may from time to time be reasonably allocated by the line manager. The

profile will be subject to continuous review as the needs and requirements of the College change over time.

## **EDI**

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

## **Safeguarding**

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

## Person Specification

	Criteria	Essential	Desirable
<b>Qualifications / Professional Development</b>	<ul style="list-style-type: none"> <li>• Minimum 5 GCSEs at grade C (4/5) or above including English and Maths</li> </ul>	X	
	<ul style="list-style-type: none"> <li>• Willingness to participate in further training and development opportunities offered by the College and its partners</li> </ul>	X	
	<ul style="list-style-type: none"> <li>• Evidence of ongoing professional updating and development in relevant fields.</li> </ul>	X	
<b>Knowledge / Experience</b>	<ul style="list-style-type: none"> <li>• Experience of safeguarding and good working knowledge of safeguarding procedures</li> </ul>	X	
	<ul style="list-style-type: none"> <li>• Experience of working with groups and individuals in an educational environment</li> </ul>		X
	<ul style="list-style-type: none"> <li>• An understanding of the reasons for an Equal Opportunities Policy and how it affects the immediate working environment and relationships with learners</li> </ul>	X	
	<ul style="list-style-type: none"> <li>• Experience of working in a mentoring/coaching role</li> </ul>		X
<b>Skills / Abilities</b>	<ul style="list-style-type: none"> <li>• ability to work with empathy with learners and staff</li> </ul>	X	
	<ul style="list-style-type: none"> <li>• The ability to inspire hope, freedom of choice and independence</li> </ul>	X	
	<ul style="list-style-type: none"> <li>• Excellent team-work skills</li> </ul>		X
	<ul style="list-style-type: none"> <li>• Excellent administrative and IT skills, including knowledge of Microsoft Office.</li> </ul>	X	
	<ul style="list-style-type: none"> <li>• Good interpersonal skills with ability to develop positive working relationships at all levels</li> </ul>	X	
	<ul style="list-style-type: none"> <li>• Ability to organise own workload and demonstrate autonomy, initiative, and creativity.</li> </ul>	X	
	<ul style="list-style-type: none"> <li>• The ability to maintain records and produce relevant documentation as required.</li> </ul>	X	
	<ul style="list-style-type: none"> <li>• The ability to plan and monitor one's own workload, to ensure that deadlines are met.</li> </ul>	X	