



**FAIRFIELD**  
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Charity No. 273924



## Fairfield Trust Job Description and Person Specification

Job title: <b>Behaviour Lead</b>	
Work base: <b>Fairfield College, Dilton Marsh</b>	Team: <b>Education</b>
Hours of work: <b>40 per week/ Term Time Only</b>	Salary: <b>£25,757.92</b>

### Safeguarding

Fairfield Trust is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of young people gives cause for concern, Fairfield Trust agreed child and adult protection procedures will be followed.

All posts involving direct contact with young people, children and vulnerable groups are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exception Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Ministry of Justice website](#)

For all roles that involve regulated activity, a DBS check will be required before appointment is confirmed.

### Job context and purpose

Fairfield Trust is a local independent Charity, the core business areas are an independent specialist college for young people with learning difficulties and disabilities; residential and care services and a series of commercial ventures; including a pub, an animal park, a café, and shop.

The Trust's mission is: **To enable young people to live and work without barriers**

Our 5 agreed values are:

**Teamwork:** We hold ourselves and each other to account, and are better when we work together

**Compassion:** We act with trust, honesty and kindness in everything we do

**Inclusion:** We treat each other fairly and with respect

**Innovation:** We encourage thoughtful, creative and aspirational ideas

**Pride:** We encourage each other to be proud of who we are and what we do

You will have experience of working with a range of young people with SEND. You will bring to this role an understanding of behaviour support, positive and proactive working and be able to demonstrate that you are dynamic, compassionate, and able to support young people with their behaviour.

Additionally, you will be self-motivated, able to work independently and prioritise your workload.

The post reports to the Pastoral Manager.

This role is offered as term time only.



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## Main duties

- Lead on; learner behaviour planning, interventions, Positive Behaviour Support training, data analysis for Trustees and all associated paperwork
- Provide targeted intervention work, respond to and support young people exhibiting challenging behaviour, enabling them to remain engaged in learning
- Provide in class support and resources to the teaching team regarding behaviours that challenge
- Provide advice, support and training to individuals and staff teams across the Trust in relation to supporting identified learners
- Support the admissions and transition process for all learners where appropriate
- Provide a safe, caring, and supportive environment for learners with learning disabilities in all aspects of their programme
- Identify and devise Behaviour Support Planning to support colleagues and learner engagement
- Monitor and review behaviour; assess trends and detect patterns of concern, considering safeguarding and being vigilant and inquisitive to signs of potential safeguarding concerns
- Be a member of the Trust's Safeguarding Team and keep up to date with Safeguarding training relative to this role
- Administer medication to learners according to procedures, policies, and risk assessments, monitor learner's health needs and report health issues appropriately
- Keep the required written and computer records for learner progress, behaviour, and support.
- Handle responsibly and sensitively any confidential information of a personal nature relating to learners
- Work at all times within the framework provided by the college's policies and procedures
- Attend regular staff meetings and compulsory training days and participate in activities to ensure that the college continues to maintain the standards required of it
- Actively promote inclusive practice within the college setting; this includes challenging discrimination and advocating for the rights of the young people
- Undertake continuing professional development as directed by your line manager
- Any other duties that may reasonably be requested
- Alongside the Pastoral Manager and Admissions Manager - to create personalised resources/visuals etc. to support transition to college

## Supervision / Management of people

Supervise learners as necessary on and off site during the working day.



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## Contacts and relationships

The post holder will:

- Report to the Pastoral Manager
- Work with the Additional Learning Support Managers, Curriculum Tutors, and the Learning Support Team
- Work with the wider college staff

## What we offer - Employee Benefits

- There is a pension scheme available for eligible staff
- Free entry to Fairfield Animal Centre for 2 adults & 2 children
- 10% discount at The Weavers pub
- Discounted staff lunches in the Student Canteen (College Site)
- Corporate Eye Care Scheme
- Training & Development opportunities

## Information technology

Daily use of computers that require excellent IT skills and will include using, SchoolPod, Word, Excel, and web-based software. Knowledge of educational management information system (MIS).

## Financial responsibility

Always ensure effective use of resources and value for money is secured for the Trust.

## Health and Safety

To be responsible for your own health and safety and that of anyone else who may be affected by your acts or omissions. You will be responsible for risk assessing, reviewing, and monitoring all aspects of your work.

## Equality and Diversity

You are required neither to discriminate against nor harass or victimise colleagues, suppliers or third parties at work. You are further required to report incidents of discrimination at work, either to the Principal or anonymously to the Chair of Trustees.

## Records management

You are responsible for ensuring that all information sources for which you have responsibility are maintained in-line with guidance. This applies to all electronic and hard copy information.

You should also ensure that access permissions are maintained to limit access to sensitive information. You are responsible for maintaining the confidentiality of sensitive data, whether held electronically or in hard copy, and promptly reporting all breaches, or potential breaches of security to the Principal.



## Other duties

You may be required to perform duties other than those given in the job description for the job. The particular duties and responsibilities attached to jobs may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a job. In cases, however, where a permanent and substantial change in the duties and responsibilities of a job occurs, consistent with a higher level of responsibility, then the job would be eligible for re-evaluation.

## Authority to work in the UK

You must have the legal authority to work in the UK. You must have the relevant approval to work in the UK from the UK Border Agency or relevant documentation. Copies of all documents provided by you as proof of identity are retained for our records; by providing these proofs the Trust will treat this as your consent for this to happen.

## Person Specification

The person specification details the essential and desirable personal criteria which the job holder should possess in order to be able to successfully perform the job.

	Essential	Desirable
<b>Alignment With our values</b>	Commitment to demonstrating the organisations values and behaviours in their work: <b>Teamwork:</b> We hold ourselves and each other to account, and are better when we work together <b>Compassion:</b> We act with trust, honesty, and kindness in everything we do <b>Inclusion:</b> We treat each other fairly and with respect <b>Innovation:</b> We encourage thoughtful, creative, and aspirational ideas <b>Pride:</b> We encourage each other to be proud of who we are and what we do	
<b>Qualifications or equivalent level of skill or knowledge</b>	<ul style="list-style-type: none"> <li>• Level 3 qualification in appropriate subject</li> <li>• Relevant and transferable experience</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching or training qualification</li> <li>• Specialist training or qualifications in a related subject, such as; Emotional Literacy Support Assistant (ELSA)</li> </ul>
<b>Experience of</b>	<ul style="list-style-type: none"> <li>• Working with young people with SEND</li> <li>• Supporting young people to engage with education and learning</li> <li>• Working in a dynamic and proactive manner</li> <li>• Supporting and advising colleagues</li> <li>• Proactive or Positive working practices</li> <li>• Leading and coordinating meetings with external agencies</li> <li>• Developing and leading training to colleagues across the Trust</li> </ul>	<ul style="list-style-type: none"> <li>• Supporting young people with complex needs in an educational setting</li> <li>• Managing personal care with both dignity and respect</li> </ul>



<b>Management of people</b>	<ul style="list-style-type: none"> <li>• Ability to offer guidance and support to members of the team</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to undertake training if necessary</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• To be highly personable with very good communication skills</li> <li>• To be highly self-motivated and an enthusiastic self-starter with an entrepreneurial outlook</li> <li>• Demonstrate a can-do attitude and work well under pressure</li> <li>• Recognise and adapt your manner, tone, and communication style to meet the needs of a wide range of people</li> <li>• Ability to work as part of a multi-disciplinary team and on own initiative</li> <li>• To adopt a proactive and positive working style at all times</li> <li>• To act as a role model for best practice with young people and in session/across the Trust</li> <li>• Leading by example and supporting colleagues to reflect and review their practice</li> <li>• Recognising and developing a range of proactive strategies to support positive behaviour</li> <li>• Developing and leading practical interventions in/out of sessions</li> <li>• Identify and create Behaviour Support Plans and all associated resources to support positive behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to complete further training</li> </ul>
<b>Personal qualities and motivation</b>	<ul style="list-style-type: none"> <li>• To be honest, trustworthy, and reliable</li> <li>• Highly motivated and able to motivate others</li> <li>• Able to work with a variety of colleagues and clients from different professions and backgrounds</li> </ul>	
<b>Literacy, numeracy, and IT</b>	<ul style="list-style-type: none"> <li>• Literate and numerate with good written and spoken English</li> <li>• IT and ILT literate</li> <li>• Able to analyse data, identify trends and any further action required</li> <li>• Report on data trends</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Acts as a Safeguarding Officer as part of the Safeguarding Team</li> <li>• Displays a commitment to the protection and safeguarding of young people</li> <li>• Up-to-date knowledge of relevant legislation and guidance in relation to working with and the safeguarding of children and vulnerable adults</li> <li>• Takes action and raises concerns</li> <li>• Forms appropriate relationships and maintains professional boundaries at work</li> <li>• Works within organisational policies, procedures and guidance at all times</li> </ul>	



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Suitability of shortlisted candidates will be assessed at interview using a combination of values-based recruitment techniques; a formal interview and/or a supervised observation or practical session where applicable.

Should you require any reasonable adjustments to the application process, please speak to a member of the HR team.

The closing date for this post is **Friday 1<sup>st</sup> November 2024 at 0900am**

Interviews will take place on **Friday 8<sup>th</sup> November 2024**

We would welcome applications made via the Trust Application Form, available on our website; <https://fairfieldtrust.org.uk/jobs/>

**Please note that we will not accept CVs.**

*We reserve the right to close the advert early if sufficient applications have been received.*

This job description and person specification updated October 2024

***Fairfield Trust is an Equal Opportunities employer  
A charity for the advancement of education for young people with learning disabilities***