 Job Description

# Job Title Lead Positive Behaviour Support Practitioner

**Location Henshaws College, Harrogate**

**Salary £18.01 per hour / £34,651.24 per annum**

**Band (internal) Band H**

**Hours per Week 37 hours per week**

**Weeks 52 weeks per year**

**Annual Leave 25 days holiday plus 10 days statutory Holidays**

**Reports to Deputy Head of Integrated Therapy Service (ITS)**

**DBS Check Enhanced Check with child barring list and adult barring list (college students ages range from 16 – 25 years old)**

**Job Summary**

The Lead PBS Practitioner’s primary role is to train, develop and embed the science, values, theory and process associated with Positive Behaviour Support in line with the PBS competence framework.

This role will have responsibility for a caseload of students with a wide range of complex needs. They will work with a multi-disciplinary team to ensure that the therapy/service offer is current, follows assessment driven / evidence-based practice and is appropriate to the needs of the students, funders and the organisation.

The Lead PBS Practitioner will deliver Quality of Life interventions and lead on the essential evaluation and self-assessment processes to ensure continuous quality improvement across the service. They will provide specialist advice, guidance and support including delivery of staff training and external consultancy.

**Key responsibilities**

*CLINICAL*

* Have an active caseload in your specialist and professional area of expertise and design and manage the delivery of high quality specialist treatments and programmes, to ensure that individual students and service users’ needs are met, monitored and evaluated to a high standard.
* Lead, create and conduct robust, specialist assessments, support other colleagues including therapists, teachers and care professionals within the wider College team to conduct assessments and provide interpretations of the results to create meaningful, individualised support plans and set targets and outcomes in line with students’ individual EHCPs.
* Provide clinical supervision to other therapists/practitioners within your specialist service area ensuring the team is working effectively within their defined areas of practice. A key function of the supervision is to ensure that staff are working to agreed standards, values and practice.
* Hold specialist level of competency and qualification in the relevant subject endorsed by the appropriate professional body to ensure the organisation operates ethically and within the legal frameworks.
* Lead on developing, reviewing and monitoring effective specialist treatments / interventions and resources to ensure person centred outcomes that meet the assessed student need.
* Undertake initial assessments for potential new students/service users and create a report based on EHCP outcomes.
* Produce professional reports including reports for EHCP reviews ensuring the students are receiving a relevant and appropriately funded service.
* Review quality initiatives across the strand area, including assessments, moderations, internal verification and external moderation.
* Undertake a robust baseline assessment and set appropriately challenging targets and outcomes for a designated caseload of students in line with their individual EHCPs.

*LEADERSHIP/MANAGEMENT*

* Lead on the delivery of specialist area programmes, including the line management of a team which may include Therapists / Specialist practitioners, assistants, administrators and coaches.

* Work collaboratively, in particular with Programme Leaders and Care Leads, to support effective operation of the college
* Monitor delivery and performance of the team through observation of practice / sessions. Participate in peer review and observations and contribute to external clinical networks.
* Monitor and manage the department resources and budget, identifying and ordering appropriate equipment and resources, stock control and inventory, to ensure that the service remains cost effective and provides outstanding value for money.
* Act as a source of clinical expertise to other team members demonstrating clinical reasoning, critical thinking, reflection and analysis to ensure high quality service delivery.

*POLICY AND SERVICE DEVELOPMENT*

* Propose policy or service changes to ensure service provisions are offered in line with statutory requirements, current legislation and best practice for own service strand and wider society. Act as an internal moderator for quality assurance for college and Charity policy and procedures.
* Develop and use effective course material and appropriate resources to deliver high quality treatments, learning and assessment through a range of activities for a broad range of students/service users with varying disabilities and learning difficulties at a pace and level which meet and challenge their needs

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* Conduct research and development within specialist area and support wider research projects and networks as agreed by line manager

*GOVERNANCE*

* Lead on the self-assessment and quality processes for the service area. Report on, review and monitor Key Performance Indicators for the service and ensure that they meet and where possible exceed all regulatory standards. This includes monitoring and reporting on the students/service users’ individualised service support plans.
* Quality Assure the content of the therapy / service provision to ensure it is appropriate and challenging, and is linked to an identified Education Health and Care Plan outcome. Review the therapy /service delivery models and staff allocation to ensure the service functions efficiently.
* Provide evidence based information, advice, guidance and support to the College Governance Committee and Senior Leadership Team to ensure the college is operating legally within a defined scope of practice.

*TRAINING AND EDUCATION*

* Deliver and develop externally focused training programmes, workshops and consultation to other external organisations/ individuals in line with Henshaws development plan and income generation objectives.
* Keep up to date with new developments and share best practice with colleagues to ensure the therapy or service delivers high quality assessment driven / evidence based treatments / interventions.
* Contribute to the identification, co-ordination and delivery of staff training to meet the needs of the service users and the college’s key strategic objectives.
* Directly support staff, providing guidance, modelling best practice, and coaching where appropriate, to ensure that all treatments / interventions and programmes are appropriately facilitated and consistently delivered to a high standard, ensuring support arrangements are cohesive and robust.
* Take responsibility for own and team’s personal development, including CPD.
* Facilitate training and knowledge sharing across Henshaws Society, and other providers where appropriate following guidance and standards from our respective professional bodies.
* Represent the organisation on a regional and national level when appropriate.

*GENERAL*

* Support the effective operation of the college timetable and extended curriculum, ensuring compliance with the students’ Education and Health Care Plan, and the Local Authority contracts.
* Develop the college timetable annually in collaboration with the team of Programme Leaders to ensure all student needs are met.
* Support the students’ personal development and transition needs through liaison with other professionals including the college Transition Team. To keep clinical notes as per professional guidance and standards and to present information to Multidisciplinary Team meetings.
* Hold/Attend regular multi-disciplinary meetings with staff to review the progress and achievements of students.
* Ensure and support staff and students to adhere to the Code of Conduct

**Line Management Responsibilities**

* Lead and motivate to enable staff to work effectively, in a supportive and inclusive environment.
* Actively support staff wellbeing and a culture of positive mental health across the charity.
* Role model Henshaws values and adhere to Code of Conduct at all times, challenging behaviours which do not meet these values
* Demonstrate a commitment to Henshaws Strategic aims and embed a culture of sharing skills and specialisms which can be can be packaged into knowledge
* Carry out regular 1:1s and schedule team meetings as appropriate
* Undertake annual appraisals with staff members
* Undertake effective inductions for new team members and for staff returning from long absence
* Support appropriate staff learning and development within your staff team and ensure mandatory/statutory and role specific training for all team members is in date.
* To provide operational Health and Safety leadership across all areas of the team and wider organization - take action to prevent accidents, injuries and work related illness.
* Ensure all accidents/incidents and safeguarding concerns are recorded and managed in line with Henshaws policies and procedures.
* To abide by GDPR legislation and Henshaws Data Protection Policy at all times and ensure compliance by team members.
* Responsible for the recruitment of new staff within specific area, once appropriate support/training has been given
* Manage sickness absence fairly and effectively in line with Henshaws policies and procedures
* Manage performance and conduct issues fairly and consistently, taking advice from the HR department where appropriate

**General**

* Attend all Henshaws mandatory and compulsory training sessions, taking responsibility to ensure training is up to date at all times.
* Take responsibility for your own personal and professional development, including CPD where appropriate.
* Facilitate training and knowledge sharing across Henshaws Society, and other providers where appropriate.
* Adhere to and support others to uphold Henshaws Values: Inspiring, Proactive, Sharing, Compassionate, Empowering, Informed
* Offer a flexible approach to working hours to meet the needs of the organisation.
* Represent Henshaws in professional manner at all times, contributing to fundraising, marketing and recruitment activities for Henshaws Society as required.
* Comply with Henshaws Health & Safety requirements and be aware of and adhere to current Henshaws policies and procedures at all times.
* The employee may on occasions be called upon to undertake work in other locations in order to ensure obligations to students, service users and third parties are fulfilled.

Any other duty as required by the line manager commensurate with the post.

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the   
desirable criteria to produce the shortlist.

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|  | **Criteria** | **Essential or Desirable** | **How Identified**  *Application form / Interview / Selection test / copy of certificates.* |
| **Skills and Experience** | Minimum 5 years experience in the field of PBS | Essential | Application / Interview |
| Experience of working with young people who have challenging behaviours which require crisis management techniques. | Essential | Application / Interview |
| Extensive experience of completing functional behavioural assessments and interpreting the data. | Essential | Application / Interview |
| Experience of overseeing and supervising treatments and programmes. | Essential | Application / Interview |
| Extensive experience of implementing specific PBS approaches and guiding staff through these approaches. | Essential | Application / Interview |
| Experience of the self-assessment and quality improvement processes (following CQC and OFSTED guidance); able to provide examples of impact. | Essential | Application / Interview |
| Experience of staff management, supervision and performance review and a demonstrated ability to develop staff | Desirable | Application / Interview |
| Experience of working in Education and learning | Desirable | Application / Interview |
| Effective communication skills both verbal and written | Essential | Application / Interview |
| IT literate with a working knowledge of MS office in particular Word, Excel and Outlook | Essential | Application |
| Ability to create reports to communicate a range of objectives and information with a diverse audience | Essential | Application / Task |
| Ability to be flexible and adaptable and respond to changing student / service user needs | Essential | Application / Interview |
| **General &  Specialist Knowledge** | An overview/understanding of all therapy strands undertaken at Henshaws i.e. Occupational Therapy, Physiotherapy, Speech and Language Therapy, Sensory Integration therapy, Positive Behaviour Support and how they can work together | Desirable | Application / Interview |
| Knowledge of budgeting processes and procedures | Desirable | Application / Task |
| Understanding of the needs of students with a range of complex needs including sensory impairments, PMLD, behaviours that challenge, visual impairments and dysphagia, and how these needs may impact on behaviour and PBS intervention recommendations. | Essential | Application / Interview |
| Understanding of safeguarding responsibilities in an educational environment | Essential | Interview |
| Awareness of local authority funding for specialist education | Desirable | Application |
| Understanding of Health and Safety when working with people with complex needs. | Essential | Application |
| Experience, knowledge or understanding of specialist methods of communication, i.e. Intensive Interaction, Makaton, PECS | Essential | Application / Interview |
| Have extensive and expert knowledge of the legal and ethical principles which underpin outstanding behavioural support. | Essential | Application / Interview |
| To supervise the review of incidents which may include challenging behaviour recorded by the College, particularly the use of restrictive physical interventions and the organisations response to reduce these. | Essential | Application / Interview |
| Demonstrate a commitment to the values which underpin PBS throughout all elements of the approach. | Essential | Application / Interview |
|  | To have a good knowledge of the other behaviour analytical frameworks and interventions | Desirable | Application / Interview |
| Conduct pre-entry assessments with information provided by other sources and provide an indication as to whether Henshaws can meet needs. | Essential | Application / Interview |
| **Education &  Training** | To have an MSc in Positive Behaviour Support or Applied Behaviour Analysis. | Essential | Application / Certificates |
| To be working towards BCBA Certification | Desirable | Application / Interview |
| Bild Membership | Essential | Register / Certificates |
| Highly developed specialist knowledge under pinned by theory and practical experience. | Essential | Application / Interview |
| To hold certificates and/or CPD in the field of Positive Behaviour Support or Applied Behavioural Analysis | Essential | Application / Interview |
| PRICE or equivalent Restraint Reduction Network/RRN Affiliate Accredited Trainer status | Desirable | Application / Certificates |
| **Special**  **Requirements** | Ability to undertake frequent sitting, standing, restrictive positions whilst delivering interventions to students / service users | Essential | Application / Interview |
| Intense concentration on student / service user assessment, intervention and treatment | Essential | Application / Interview |
| Understanding, coping and supporting others through occasional distressing or emotional circumstances | Essential | Application form  Interview |
| Be able to work in occasional unpleasant conditions such as with students / service users with hallitosis, verbal / physical aggression, body fluids, sputum etc | Essential | Application form  Interview |
| Member or willing to become a member of UK-SBA | Essential | Application / Interview |
| Full driving license, or access to a vehicle for business purposes | Desirable | Application form  Interview |
| Commitment to the aims and mission of Henshaws Specialist College. | Essential | Application form  Interview |
| Enthusiasm to work with young people to encourage learning and independence to build confidence and support achievement. | Essential | Application form  Interview |
| Ability to work flexibly to meet the needs and requirements of the students / service users | Essential | Interview |
| Member of or be willing to become a registered member of the UK-SBA | Essential | Application form Interview |

**Henshaws will make every endeavor to make any reasonable adjustments for applicants who require assistance in carrying out their duties due to a disability**

**Henshaws is committed to safeguarding vulnerable adults and children. The post holder may be required to complete an enhanced DBS disclosure check including barring lists for Adult and/or child barring services.**

**Henshaws is committed to equal opportunities and positively welcomes applications from all sections of the community**