

## Class Manager

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<b>Department</b>	CYPES	
<b>Section</b>	Mont a l'Abbe School	
<b>Reports to</b>	Learning Coordinator – Complex Behaviour	
<b>JE Ref</b>	CYP1084	
<b>Grade</b>	CS08	<b>JE Date:</b> 27/05/2022

### Job purpose

To provide organisation and management of staff who support a group of complex children and young people and to ensure that all children, young people and staff are kept safe.

### Job specific outcomes

To effectively manage and deploy a team of staff to meet the learning, sensory and emotional needs of a group of learners who can display anxious behaviours that challenge to ensure best outcomes.

To develop and review all consistent management plans, personal handling plans and risk assessments with families and the MDT to ensure that all are being followed appropriately to provide the best outcomes.

To undertake a range of responsibilities within the 'in-house' PBS team to improve the quality of life for all children and young people.

To communicate effectively and respectfully with colleagues, line managers, MDT and families to forge and develop trusting relationships.

To take the responsibility for sharing of the learners current presentation in order to represent their team and the children and young people that they work with at MDT meetings.

### Statutory responsibilities

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

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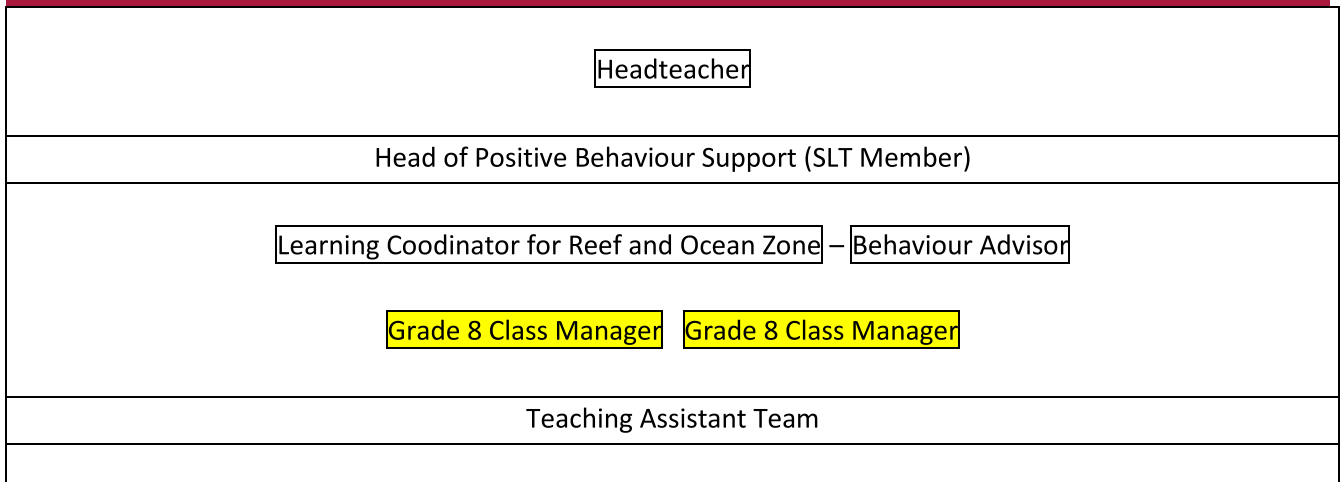
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Organisational structure

## One Government Departments



Organisation chart



Person Specification

**Specific to the role**

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Level 3 Child or Care Qualification. Foundations in Sensory Processing Maybo BILD Certified Training	Education to Degree Level. Level 2 / 3 Safeguarding training. Trauma and attachment training BILD PBS Coach
Knowledge	Knowledge of Government of Jersey record keeping. Experience of working with PBS approaches.	Knowledge of consistent management plans Knowledge of personal handling plans.
Technical / Work-based Skills	Proficient use of technology. Ability to analyse and use data to support service delivery.	Full driving licence Use of technology to support job role.
General Skills/Attributes	Proven ability to communicate effectively with all stakeholders. Ability to motivate and manage a team. Effective written communication. Ability to delegate appropriate tasks. Commitment to improving the lived experience of children, young people and their families. Ability to keep calm in sometimes very difficult circumstances.	Ability to manage and organise a large team. Ability to support wellbeing of team members. Ability to de-brief following an incident.
Experience	Experience of working within an environment where individuals may display anxious behaviours that can challenge physically.	A minimum of 5 years working in a similar environment.  Experience of managing a team.

	Experience of working in an environment where you have to 'think on your feet'.	
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### Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 6 core accountabilities attributes and behaviour indicators.