

Behaviour Specialist

Full Time: 37 Hours per Week

Salary: Cognus Band 2, starting at £31,399.12 per annum

Location: Borough of Sutton

This is a fixed term contract running to March 2026 in the first instance (with potential to extend)

Cognus Limited is a Local Authority Traded Company, which is commissioned by the London Borough of Sutton to provide education services to early years providers, mainstream schools and specialist education settings in Sutton. Wholly owned by the local authority, we deliver a wide range of high-quality services to deliver excellent practice that improve the lives of children, young people, and families in Sutton and beyond.

Cognus is about education – we exist to support schools, families, and children/young people to access, enjoy and thrive in educational settings in school and in the community.

The Cognus Paving the Way service is a multi-disciplinary team that provides a wide range of support for children and young people with a range of difficulties.

We are looking for a highly motivated and experienced Behaviour Specialist to work within the team. The role will involve providing support and advice to children and young people experiencing difficulties such as behavioural/emotional regulation, social communication, attention and concentration, anxiety, and low mood. You'll provide support and advice to parents, carers and schools and will be working in a variety of settings including schools, at family homes and in the community.

You will need to be passionate about helping children and families and able to assess needs and develop support plans to help them overcome the difficulties they are having. An individual that enjoys a varied workload, is organised, child and family centred, and has a good understanding and experience of multi-agency working.

The Behaviour Specialist will be expected to be a role model for the professional behaviours outlined in the company Code of Conduct and to demonstrate Cognus' Mission and Values.

You will give us great commitment and in return we offer an excellent package including:

- i) Starting salary at £31,399.12 per annum (Cognus Band 2)
- ii) Workplace pension scheme 4% to 8% matched contributions
- iii) 28 days annual leave (plus Bank Holidays)
- iv) Regular manager support and supervision
- v) Hybrid and flexible working
- vi) Staff benefits package, currently including Employee Assistance Programme, Perkbox and (upon completion of probation) Sovereign Healthcare Cashback plans



- vii) Staff EDI group and Mental Health First Aiders to support wellbeing and inclusion
- viii) Cognus Coaching Programmes
- ix) An ambitious culture with friendly and supportive colleagues

If you are interested and would like to be considered for this role, please apply to recruitment@cognus.org.uk with the completed Cognus application form, downloaded from <https://www.cognus.org.uk/work-with-us/current-vacancies/cognus-application-form/>. In your application include a supporting statement outlining how you meet the person specification and noting any relevant experience. The deadline for receipt is midnight on **Sunday 23rd February 2025**. Candidates are requested to be available for interview on **6th March 2025**.

For an informal conversation about the role, please contact Joanna Dalzell, Inclusion Manager, on 020 4570 9272 or joanna.dalzell@cognus.org.uk.

All offers of employment are subject to successful completion of recruitment formalities which includes an enhanced DBS check. These checks must have been completed prior to commencement of employment. We expect our staff to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Company and Sutton's Local Safeguarding Partnership.



JOB DESCRIPTION

POSITION:	Behaviour Specialist – Paving the Way Team (fixed-term contract)
BUSINESS UNIT:	Inclusion
REPORTS TO:	Paving the Way Team Lead

JOB SUMMARY

To provide support, advice and interventions for children and young people across the primary and secondary sector who are experiencing difficulties that may include behavioural/emotional regulation, social communication, attention and concentration, anxiety, and low mood. As a named caseworker you will provide support and advice to parents, carers, and schools in a variety of settings that may include school, at home, or in the community.

The role is part of a multi-disciplinary team who provide bespoke packages that take a holistic view in supporting the individual's need.

PRINCIPAL ACCOUNTABILITIES

1. Provision of 1:1 and group intervention support for pupils, parents, and schools.
2. Provision of training sessions/workshops for parents and schools.
3. To effectively use data for monitoring and evaluation purposes.
4. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Cognus Limited, the School and Sutton Council's Safeguarding Children's Board.
5. Carry out any other duties as reasonably required.

COMPETENCIES

- 1. Provision of 1:1 and group intervention support for pupils, parents and schools.**
 - a) Act as a named caseworker and carry a caseload, delivering bespoke packages of support for children and young people referred to the service.
 - b) Conduct/attend a range of meetings with parents, carers, schools and other professionals.
 - c) Carry out observations, screenings and assessments in a variety of settings to understand child or young person's difficulties and needs, and to formulate strategies and interventions to be delivered.
 - d) Coproduce and implement intervention and support packages with stakeholders that include the child or young person, parents, carers and schools.



- e) Provide direct support to children and young people, parents, carers and schools across a range of settings as appropriate.
- f) Develop and maintain effective relationships with children and young people, parents and carers and schools.
- g) Pro-actively signpost parents, carers and schools as required and support referrals as appropriate.

2. Provision of training sessions/workshops for parents and schools

- a) In collaboration with a colleague, plan and deliver a range of parental programmes and workshops as and when needed.

3. To effectively use data for monitoring and evaluation purposes

- a) Produce clear and effective service user reports and collect and record impact measurement and outcomes data.
- b) Maintain relevant statistical and management information, provide reports and key performance information (KPI) as required.
- c) Attend and contribute to team meetings and wider organisational meetings and events as required.

4. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Cognus Limited, the School and Sutton Council's Safeguarding Children's Board.

- a) Display awareness of and comply with Safeguarding regulations, policies and procedures.
- b) Attend all required safeguarding training.

5. Carry out any other duties as reasonably required.

GENERIC OBJECTIVES:

Contribute to Cognus Limited's business objectives at the appropriate level by ensuring every child matters and has access to education and learning opportunities, including:

- a) Health and safety
- b) Safeguarding and protection of children
- c) Equal opportunities and management of diversity
- d) Data protection
- e) Outstanding Customer care

GENERAL:

SAFER RECRUITMENT:



Cognus is committed to safeguarding and protecting the children and young people that it works with. An offer of employment is subject to safer recruitment practices which include an enhanced DBS check, two professional references acceptable to Cognus Limited, proof of qualifications, proof of right to work in the UK, proof of personal address and employment history covering 5 years and, fitness to work with children (occupational health assessment). These checks must have been completed prior to commencement of employment. We have a range of policies and procedures in place which promote safeguarding and safer working practices across the organisation.

PROCESSING OF DATA:

- a) You (“the employee”) consent to the holding and processing of personal data provided by you to the Company (“the Company”) for all purposes relating to your employment, but not limited to administering and maintaining personnel records, paying and reviewing salary and other remuneration and benefits, undertaking performance appraisals and reviews, the compulsory Disclosure and Barring Services check (DBS) details in line with its statutory responsibility to safeguard and protect children and vulnerable service users; maintaining sickness and other absence records and taking decisions as to your fitness for work.
- b) You hereby acknowledge and agree that the Company may, in the course of its general and statutory duties as an employer be required to disclose personal data relating to you for legislative purposes during or after the end of your employment. This does not affect your statutory rights under the General Data Protection Regulation 2018.

CONFIDENTIALITY AGREEMENT:

- a) During the course of your employment, you will have access to and knowledge of Company confidential information and trade secrets.
- b) Disclosure of any of this confidential information and/or trade secrets could have serious financial consequences and/or create serious competitive disadvantages for the Company. There may be material damage, financial or otherwise, deliberate or otherwise, to the Company’s legitimate business interest.
- c) Under the terms of this confidentiality agreement, you agree to keep secret and shall not at any time, either during employment or post-employment, use, communicate or reveal to any person any trade secret or confidential information relating to the Company or any Associated Company.
- d) You are aware of the Company’s policies in relation to compliance with the General Data Protection Regulation and undertake to act in accordance with these at all times. Any breach of these policies will be dealt with under the Company’s disciplinary procedure and action taken can include dismissal without notice.

This job description and person specification outlines the summary of key accountabilities and is not an exhaustive list of duties and, is subject to periodical review and changes in line with the business needs.



PERSON SPECIFICATION

	CRITERIA (E) – essential (D) – desirable
EXPERIENCE & QUALIFICATIONS	<ul style="list-style-type: none"> ▪ Experience of supporting children and young people with a range of strategies and interventions to overcome barriers to learning defined in the purpose of the role. (E) ▪ Experience of establishing and maintaining good and productive relationships with young people, families, and schools. (E) ▪ Experience of planning and delivering support or intervention to aid engagement in education. (E) ▪ Experience of working within a multi-disciplinary and interagency context. (E) ▪ Experience of working in various settings including school, community, and home. (D) ▪ Experience supporting and delivering workshops or programmes, experience of delivering programmes for parents is advantageous. (D)
SKILLS & ABILITIES	<ul style="list-style-type: none"> ▪ Ability to support children and young people to overcome barriers to their learning and development which includes managing behaviour to empower positive change. (E) ▪ Excellent interpersonal and negotiation skills. (E) ▪ Ability to provide verbal and written reports. (E) ▪ Ability to work collaboratively with a range of partners within a multi-agency environment. (E) ▪ Strong organisation skills and ability to manage time effectively, to work on own initiative to manage and prioritise own workload, setting appropriate objectives and deadlines and attention to detail. (E)
KNOWLEDGE	<ul style="list-style-type: none"> ▪ A knowledge and understanding of the barriers faced by children with a social worker in the education system. (D) ▪ Knowledge and understanding of behavioural difficulties that may include trauma and attachment, social communication difficulties, Autism, attention and concentration difficulties, anxiety, low mood and social, emotional and mental health needs of children and young people. (D)
BEHAVIOURS & VALUES	<ul style="list-style-type: none"> ▪ Willingness to undertake ongoing learning, training, and development. (E) ▪ Carry out duties in line with the professional behaviours in the Company Code of Conduct, policies and procedures and Leadership Capability documents. (E) ▪ The post holder may be required to work outside of normal working hours with prior notice. Work flexibly, able to re-arrange work in relation to changing priorities and to meet the needs of the business. (E) ▪ Honours and upholds the Company’s Equal Opportunity Policy, Dignity at Work Policy, Safeguarding and Protection of Children,



	<p>Health and Safety and Data Protection Policy at all times. Understanding of confidentiality, GDPR and information governance issues and how these are observed and maintained. (E)</p>
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