

JOB DESCRIPTION/PERSON SPECIFICATION

Job Title:	Duty Manager
Responsible to:	Group Head of Health & Safety
Responsible for:	Not Applicable

1.	Job Purpose:
1.1	To take control and co-ordinate general issues and situations on the campus by acting as the direct representative of the Senior Management.
1.2	To help promote a positive Health & Safety culture throughout the campus giving advice, guidance and support to colleagues and learners in all matters relating to Health, Safety and welfare.

2.	Key Responsibilities:
2.1	To help enforce the TEC Partnership policies and procedures including, but not limited to the Safeguarding policy, Equality and Diversity policy, Health, Safety and Welfare policy and the Crisis Management policy.
2.2	To build rapport and positive relationships with learners and provide intervention and support to address issues relating to motivational, emotional, behavioural disorders or difficulties, in conjunction with Learner Services.
2.3	Where necessary, ensure learners access the help that they need to improve attendance and raise standards of behaviour.
2.4	Support with site management on a day-to-day basis, including such duties as, but not limited to dealing with issues related to disruptive behaviour, fire alarm activations, accident and incident, first aid, adverse weather, crisis management, the estate and site security.
2.5	To deal with safeguarding disclosures in line with the TEC Partnership policies ensuring learners are supported and appropriate referrals are made.
2.6	To actively promote and encourage a positive health and safety culture and act upon any unsafe practices or circumstances which may put the TEC Partnership at risk of breaches of legislation, or persons at risk of injury or ill health.

2.7	To deliver training and tutorial sessions to colleagues and to learners on the policies, procedures and safe practices relevant to the TEC Partnership and related to Duty Manager responsibilities.
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3.	Specific Duties:
3.1	To consult with and make reports to the Senior Management Team and the Group Head of Health and Safety on all matters of concern.
3.2	Liaise and consult with the relevant persons or departments within the TEC Partnership College on all matters relating to the estate, health and safety, safeguarding, security or external communications.
3.3	Maintain good communication and information sharing with all colleagues and where necessary, liaise with colleagues on behalf of learners.
3.4	Provide direct intervention and support on matters related, but not limited to disruptive or abusive behaviour, and provide support to colleagues in dealing with these matters.
3.5	Assist in carrying out safety tours/safety sampling and checks, Including, but not limited fire log book checks and keeping accurate records.
3.6	Attend incidents and when required provide first aid assistance and written reports as necessary.
3.7	Support with the investigation of accidents, incidents and dangerous occurrences.
3.8	Attend meetings and disciplinary hearings, providing information, reports and/or evidence when required, and where necessary liaising with all relevant colleagues in the management of suspended learners.
3.9	Act as fire marshal and liaise with fire wardens on all fire alarm activations.
3.10	Provide a point of initial contact for outside agencies such as Fire, Police and Ambulance Services.
3.11	Promote and safeguard the welfare of children, young persons and vulnerable adults.
3.12	To perform other duties that reasonably correspond to the general character of the post and are commensurate with its levels of responsibilities.

4.	Budget Responsibility:
4.1	The post has no specific budget responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with the Partnership's purchasing and financial regulations.

5.	Continuing Professional Development:
5.1	The post holder will proactively take part in the Partnership Appraisal (PDR) process and will appraise any staff they are responsible for.
5.2	The post holder must undertake all training deemed mandatory by the Partnership (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

6.	Health and Safety:
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> • To take reasonable care to safeguard their own safety and that of others with whom they work; • To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation. • Not to interfere with or to misuse anything provided in the interests of health and safety or welfare. • To report immediately any defects in plant, equipment or the environment

7.	Equality and Diversity:
7.1	The Partnership is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Partnership's Equality policy as appropriate.

8.	Safeguarding Children and Vulnerable Adults:
8.1	The Partnership recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)

9.	TEC Partnership Policies and Procedures:
9.1	All staff are required to be aware of and comply with all TEC Partnership Policies and Procedures which are accessed via the Virtual Learning Environment.

Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Please see following page for Person Specification

Qualities	Specific Requirements	E	D
Qualifications and Training	<p>Level 2/GCSE English and Maths</p> <p>Mentoring or coaching qualification or a willingness to work towards achieving this.</p> <p>Current full First Aid at Work certificate or a willingness to work towards achieving this.</p> <p>IOSH Managing Safely or equivalent or a willingness to work towards achieving this.</p> <p>Conflict management or a willingness to work towards this.</p> <p>Clean current driving license.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
Specialist Knowledge	<p>Safeguarding.</p> <p>Equality & Diversity.</p> <p>Health and Safety.</p>		<p>D</p> <p>D</p> <p>D</p>
Experience	<p>Working in a customer/people focused environment.</p> <p>Managerial/supervisory experience.</p> <p>Managing challenging behaviour (preferably in an educational setting).</p> <p>Experience of working in an educational environment.</p> <p>In the use of de-escalation, team teach or pause strategies.</p>	<p>E</p>	<p>D</p> <p>D</p> <p>D</p> <p>D</p>
Skills and Attributes	<p>Integrity.</p> <p>Flexibility and adaptability.</p> <p>Pragmatic.</p> <p>Excellent communication and interpersonal skills.</p> <p>A willingness to develop self and others.</p> <p>Good organisational, administrative and IT skills.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
Other	<p>DBS check carried out on appointment.</p> <p>Fit for the duties of the post.</p>	<p>E</p> <p>E</p>	

Qualities identified and determined by:

E = Essential

D = Desirable