

	Role Profile
Job Title	Deputy Positive Behaviour Support (PBS) Manager

Salary range	Point 39
Contract	52 weeks, Permanent
Main location	Portland College - Mansfield
Hours and basis	37.5 hours per week
Reports to	Positive Behaviour Support Manager
Date of issue	18 September 2026

Why Portland Charity needs this role
Portland College is a vibrant national college for people with a wide range of disabilities and associated learning difficulties, based on a campus close to Mansfield with additional sites across Nottinghamshire. The Deputy Positive Behaviour Support (PBS) Manager provides operational leadership and specialist support to the PBS service, working closely with the PBS Manager and PBS Coordinators to ensure consistent, person-centred and evidence-informed practice.
What you will be doing
• Support the PBS Manager in leading and developing PBS provision across Portland College, ensuring consistent implementation of agreed standards, priorities and approaches. • Lead the day-to-day coordination of PBS services, including referral triage, incident management, behavioural concerns, emerging risks, workload allocation and escalation. • Manage a caseload of learners with complex needs, exercising professional judgement in relation to behaviour, risk management and restrictive interventions to ensure positive outcomes. • Deputise for the PBS Manager as required, providing operational leadership and delegated decision-making. • Deliver PBS and NAPPI training, coaching, supervision, reflective practice and debriefing to develop workforce capability, wellbeing and best practice. • Lead audits, reviews, data analysis, incident evaluation and quality improvement activities to promote organisational learning and continuous improvement. • Act as a Deputy Designated Safeguarding Lead.
Key results we want to see from this role
• Consistent, high-quality PBS provision implemented across the College. • Effective leadership, development and support of PBS Coordinators and the wider workforce. • Safe, proportionate and evidence-based management of behaviour, risk and incidents. • Strong organisational learning, quality assurance and continuous improvement. • High levels of staff wellbeing, support and confidence through supervision, training and reflective practice. • Effective safeguarding, compliance and multi-disciplinary partnership working. • Sustainable embedding of PBS principles across all areas of the College.
Dimensions of the role



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Deputy Positive Behaviour Support (PBS) Manager

- Operational responsibility for PBS delivery and triage processes, including referral allocation, prioritisation and escalation.
- Direct line management of four PBS Coordinators.
- Delegated authority for decision-making relating to behaviour support, risk and restrictive interventions within agreed frameworks.
- Accountability for coordinating PBS training, coaching and workforce development activity.
- Deputise for the PBS Manager and supports resource prioritisation in response to changing operational needs.

Key work relationships

Internal: PBS Manager, PBS Team, Senior Leaders, Education and Support Teams, Safeguarding and Quality Teams and other College services. **External:** Learners and families, Local Authorities, Health Professionals, Commissioners, Partner Agencies and other professional stakeholders.

Working Environment

- Shared office with 5 colleagues.
- Regular requirement to work across all College sites and alongside education, care and support teams.
- Safeguarding on-call responsibilities as required, outside normal learner hours
- Regular exposure to complex behaviours of concern and challenging or high-impact incidents requiring professional judgement, support and debriefing.

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check relevant to the role and overseas check where applicable. Provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

Other Duties & Responsibilities

- Such other duties as the management may from time to time reasonably require

The above role profile does not form part of your terms and conditions, is not all encompassing and is subject to regular review.

I have read and accept the duties and responsibilities outlined in this role profile.

Signature of post holder

Date