**Outreach Worker – Chaselea Alternative Provision Academy**

**(Working across Cannock Chase District High Schools)**

June 2019

**Statement of Purpose**

To work closely with mainstream schools to re-engage pupils with the curriculum and address the underlying causes of behavioural issues.

***Desired Outcomes -*** Reduction in permanent exclusions across the Cannock Chase District High Schools

**Support Strategic Management**:

Co-ordinate paperwork ensuring all assessment information is used effectively

Liaise with deputy head on group structure

Co-ordinate review meetings, setting dates, distribution of dates to key workers,

parents/carers and outside agencies if necessary.

Liaise and meet with Education Welfare officer weekly to discuss attendance issues.

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**Support to Pupils**

Support pupils in peer Co-Counselling sessions

Support pupils in management of behaviour and implementation of successful strategies

Support parents and pupils during times of crisis and need

Work with parents and pupils to enable them to access other services

**Support Organisational Management**

Liaise with key staff to identify if pupil ready for transition process.

Liaise with SENCo’s at mainstream schools as to progress of pupils during their transition.

Provide monitoring updates on pupils worked with and present these to the ‘District’

**Support to School** (this list is not exhaustive and should reflect the ethos of inclusion within the Cannock Chase District and Chaselea Alternative Provision Academy)

Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Be aware of and comply with policies and procedures relating to child protection, health,

safety and security, confidentiality and data protection, reporting all concerns to an

appropriate person.

Be aware of, support and ensure equal opportunities for all.

Contribute to the overall ethos/work/aims of the school.

Appreciate and support the role of other professionals.

Attend and participate in relevant meetings as required.

Participate in training and other learning activities and performance development as

required.

Demonstrate, give advice & guidance to, or train other employees, students or trainees on

own duties.

***Note 1:***

***The content of this job description will be reviewed with the post holder on an annual***

***basis in line with the School’s performance and development review policy. Any***

***significant change in level of accountability that could result in a change to the grade***

***must be discussed with the postholder and the relevant trade union before submitting***

**CHILDREN AND LIFELONG LEARNING – HR SERVICES**

**Person Specification**

**Outreach Worker**

**Level 3+**

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| **Essential Criteria** | **Measured By** |
| **Experience**  Experience of working in an education setting committed to the  inclusion agenda.  Experience of working with pupils demonstrating challenging  behaviour or dealing with disadvantaged circumstances  Experience of working with pupils with SEMH | AF/I |
| **Qualifications/Training**  NVQ 3 in Learning and Development & support services for  children, young people and those who care for them or equivalent  qualification or experience in a relevant discipline | AF/I |
| **Knowledge/Skills**  Good ICT and record keeping skills.  Good numeracy and literacy skills.  Ability to work constructively as part of a team.  Ability to relate well to children and to adults.  Excellent communication skills.  Have the ability to deal with sensitive issues in a professional  manner.  Good organisation skills.  Ability to prioritise effectively.  Influencing skills.  Understand the need for confidentiality when appropriate and to  ensure clear and sensitive communication. | AF/I |
| **Behavioural Attributes**  Builds personal relationships with stakeholders, through regular  contact and consultation  Coaches and empowers team members to take responsibility for  ensuring customer care.  Accepts, supports and quickly implements change  Identifies and promotes best practice and encourage the sharing  of ideas.  Proactively seek opportunities to increase job knowledge and  understanding  Values the diversity of individuals, adaptable approach to meet  individual needs and effectively utilise the diversity of team  members.  Works with others to resolve differences of opinion and resolve  conflict  Requires minimum supervision  Takes responsibility for own and team actions  Identifies and overcomes barriers and manage risks  Takes quick and effective action  Demonstrates focused implementation of role and responsibilities  Builds strong team ethos where everyone feels valued  o Provides timely, sensitive and honest feedback on performance  o Is accountable for own development and encourages the  ownership of development needs amongst team members | AF/I |

AF - Application form I - Interview

***Note 1:***

***In addition to the ability to perform the duties of the post, issues relating to safeguarding***

***and promoting the welfare of children will need to be demonstrated these will include:***

***Motivation to work with children and young people.***

***Ability to form and maintain appropriate relationships and personal boundaries with***

***children and young people.***

***Emotional resilience in working with challenging behaviours and***

***Attitudes to use of authority and maintaining discipline.***