

# Embleton View

## Outreach - Learning Coach

<b>Job description</b>	
Embleton View is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
<b>Summary of role:</b>	To support learning from our person-centred curriculum, with a focus on overcoming barriers to learning in an outreach setting.
<b>Responsible to:</b>	Proprietor/Headteacher
<b>Salary:</b>	£24,500
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• Promote and safeguard the welfare of the child for whom you are responsible and with whom you come into contact</li> <li>• Understand the needs of the student and use methods accordingly to support them to overcome barriers to learning</li> <li>• Provide visual support to learning, structured activities and clear routines</li> <li>• Establish a productive working relationship with the student, acting as a role model and setting high expectations</li> <li>• Promote the inclusion and acceptance of the student within learning environments</li> <li>• Support the student consistently whilst recognising and responding to their individual needs</li> <li>• Encourage the student to interact and work cooperatively with others (where practicable) and engage in all activities</li> <li>• Promote independence and employ strategies to recognise and reward achievement of self-reliance</li> <li>• Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage the student to take responsibility for their own behaviour</li> <li>• Participate in comprehensive assessment of the student and recording of their progress</li> <li>• Challenge and motivate the student, promote and reinforce self-esteem</li> <li>• Work with the Learning &amp; Development Coordinator to establish an appropriate learning environment</li> <li>• Work with the Learning &amp; Development Coordinator in session planning, evaluating and adjusting sessions/work plans as appropriate</li> </ul>

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	<ul style="list-style-type: none"> <li>• Monitor and evaluate the student’s responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives</li> <li>• Gather evidence of learning</li> <li>• Provide the student with constructive feedback in relation to progress, achievement and behaviour and record this</li> <li>• Accompany the student on offsite trips and educational visits, evaluating and assessing their performance against set learning objectives</li> <li>• Regularly monitor the safety, well-being and education of the student in the setting</li> <li>• Support the student within their timetable, supporting them to work towards accredited qualifications</li> <li>• Input into relevant documentation (ILP/EHCP/Care plan etc.)</li> <li>• Communicate with the relevant stakeholders regarding student progress or issues as appropriate</li> <li>• Contribute to the management of safeguarding issues, reporting concerns and incidents to the relevant authorities and to the Designated Safeguarding Lead</li> <li>• Prepare various reports ensuring monitoring of incidents/overviews are completed against deadlines set</li> <li>• Ensure deadlines are met throughout the School</li> <li>• Attend meetings relating to the student when required. Attend staff meetings within the agreed periods of directed time</li> <li>• Monitor student’s attendance</li> <li>• Report any safety concerns</li> <li>• Understand and follow all policies and procedures</li> <li>• Act within professional codes of practice</li> <li>• Undertake relevant training, including a minimum of 30 hours CPD yearly in line with management targets set at appraisals</li> <li>• Undertake any other duties and responsibilities in relation to your role</li> </ul>
<p><b>Health &amp; Safety in Work Environment</b></p>	<ul style="list-style-type: none"> <li>• The post-holder will be expected to ensure that the learning environment is safe, reporting any safety concerns immediately to the Headteacher. This will extend to company vehicles. The post-holder will risk-assess any offsite environments that will be used for delivery of education.</li> </ul>

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<b>Professional Conduct</b>	<ul style="list-style-type: none"> <li>The post-holder will be expected to act in a professional manner at all times.</li> </ul>
<b>Decisions</b>	<ul style="list-style-type: none"> <li>The post-holder will be aware that their decisions and actions regarding how they deal with the student may be investigated by external agencies for justification.</li> </ul>
<b>Mental &amp; Physical Demands</b>	<ul style="list-style-type: none"> <li>The post-holder will need to react to incidents as they occur and follow School policies and procedures in relation to behaviour management and safeguarding. The post-holder will be expected to maintain an appropriate level of fitness to cope with the demands of working in a dynamic learning environment where incidents can occur which may need the use of approved restraint techniques.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>The duties and responsibilities of this job description are not restrictive and the post-holder may be required to undertake any other duties deemed necessary. Any such duties should not however substantially change the general character of the post.</li> <li>The post-holder is not permitted to use ALD Group Ltd.'s or Embleton View's name, logo or any other identifying features on any social networking or media platform.</li> <li>The post-holder will work within all of Embleton View's policies and procedures.</li> <li>The post-holder will be expected to drive and must hold a current UK driving licence.</li> </ul>

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<b>Person Specification</b>			
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	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i>	<i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i> <ul style="list-style-type: none"> <li>Level 2 English, ICT and Maths qualifications</li> </ul>	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
<b>Experience</b>	<i>The categories of work or organisations, types of achievements and activities that would be likely to <b>predict</b> success in the role</i> <ul style="list-style-type: none"> <li>Experience of supporting young people with SEN</li> <li>Experience of safeguarding processes</li> <li>Experience of Team Teach or similar behaviour management programme</li> <li>Experience within an SEMH or ASD setting</li> </ul>	<i>The categories of work or organisations, types of achievements and activities that would be likely to <b>contribute to</b> success in the role</i> <ul style="list-style-type: none"> <li>Experience or knowledge of positive behaviour management strategies</li> <li>Experience of liaising with families and professionals</li> </ul>	Contents of the application form Interview Professional references

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<p><b>Skills</b></p>	<p><i>The skills <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Ability to work in a way that promotes the safety and well-being of children and young people</li> <li>• Ability to contribute to, and work as part of a team effectively</li> <li>• Ability to lone work responsibly and effectively</li> <li>• Ability to deliver concise reports</li> <li>• Ability to promote diversity, equality and inclusive practice</li> <li>• Ability to motivate students and promote high expectations</li> <li>• Effective communication skills and strong interpersonal skills</li> <li>• Ability to use a range of ICT software including word processing and spreadsheets as well as online cloud software</li> <li>• Proven ability to help plan, implement, record and evaluate work for students with SEN</li> <li>• Ability to dynamically risk assess situations, and respond to changes flexibly and safely.</li> </ul>	<p><i>The skills that would <b>enable</b> the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
<p><b>Knowledge</b></p>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Can demonstrate a clear understanding of, and commitment to safeguarding students</li> <li>• Knowledge of the support needs of students with SEN, particularly SEMH and ASD</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Awareness of legislation relevant to working with children and young people with SEN</li> <li>• Understanding of the National Curriculum framework</li> <li>• Knowledge of PREVENT agenda</li> <li>• Awareness of Single Equalities and Health &amp;</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

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		Safety	
<b>Personal competencies and qualities</b>	<p><i>The personal qualities that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• motivation to work with children and young people</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• emotional resilience in working with challenging behaviours</li> <li>• positive attitude to use of authority and maintaining discipline</li> <li>• To demonstrate a positive and nurturing approach towards developing the skills of students with SEN, specifically SEMH and ASD</li> <li>• To maintain an approachable and professional demeanour when dealing with challenging situations</li> <li>• A positive ethos, resilience and a high level of personal commitment</li> <li>• A committed approach to supporting students to achieve outcomes</li> <li>• To represent Embleton View and ALD Group Ltd and its interests in a positive manner</li> </ul>	<p><i>The personal qualities that would <b>assist</b> the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

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