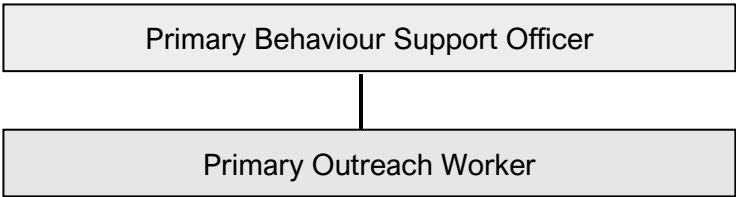




Job Description

Role	Primary Outreach Worker	School/Department	Cranbury College
Grade	Grade 6	Reports to	Primary Behaviour Support Officer
Job evaluation code	CRA021	Date of evaluation	1 February 2023
Purpose	To assist the Primary Behaviour Support Officer in working with individuals, groups of children and staff teams in mainstream Primary, by delivering intervention and support programmes.		
Scope	Main contacts:	Staff responsibilities:	Financial accountability:
	Staff, students, parents, outside agencies	None	None
Main duties and responsibilities	<ul style="list-style-type: none"> To assist the Primary Behaviour Support Officer in supporting mainstream schools in Reading through observation and advice, co-ordination/ chairing/attendance at PSP/TAC/CP meetings, and ensuring that lines of communication remain open between families, schools and services, whilst promoting Cranbury College services To ensure the development and effective implementation of programmes and curriculum that meets the needs of young people at risk of exclusion, to improve their behaviour and reduce that risk by continuous review and sharing of good practise To record and provide progress data for schools, using the Boxall Profile at entry point with all students on caseload and use assessment intermittently throughout the year to ascertain progress To advise, encourage and support staff in schools to work in accordance with government guidelines, particularly the Code of Practice and good practice in reference to inclusion and exclusion, by delivery of training and materials and making recommendations in order to promote the strategic direction of the school To support schools through PSPs, TACs, Core Groups etc, the sign-posting and referral of families to appropriate agencies and support parents within RBC to participate effectively with external agencies To liaise with SENCo's to ensure IEP targets are met by all relevant agencies To consult and advise schools, team, and key workers to work systemically in order to make and sustain the progress of individuals To provide accurate reports to the SEN Team in support of EHC need assessments, to enable the child's needs to be fully met Improve social, emotional, and academic outcomes for children and young people through the development of positive relationships with all stakeholders and the effective planning and delivery intervention and support programmes. To reduce Fixed term and Permanent exclusions in mainstream Primary settings. To explicitly prioritise and promote the well-being and safeguarding of all children and young people. To strictly adhere to all child protection policies, related documentation, and good practice procedures. To plan, deliver and evaluate the effectiveness and impact of intervention and support programmes in mainstream Primary settings. To provide information and reports in support of multi-agency meetings as required and promote the on-going development of effective multi-agency working. 		



	<ul style="list-style-type: none">• To undertake additional duties as required, relevant to the scope, requirement and level of the job.• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop• Contribute to the overall ethos/work/aims of Cranbury College and local schools as appropriate• To provide a good role model through personal conduct and appearance and to represent the service and positively at all times including punctuality• To undertake relevant training where and when necessary
Other requirements and responsibilities	Enhanced DBS required
Structure chart	 <pre>graph TD; A[Primary Behaviour Support Officer] --- B[Primary Outreach Worker];</pre>



Person Specification

Role	Primary Outreach Worker	School/Department	Cranbury College
Grade	Grade 6	Job evaluation code	CRA021
Qualifications, training and education	<ul style="list-style-type: none"> • Educated to GCSE level grade C or equivalent in Math's and English, or equivalent qualification or demonstrable competency • Hold or willing to achieve: • Counselling Qualification • Accredited training in Behavior Management • First Aid training 		
Experience	<ul style="list-style-type: none"> • Experience of working with young people and their families in a professional capacity (min. 1 year with the relevant qualifications/3 years without) • Experience of identifying needs, setting targets, and evaluating effectiveness • Experience of multi-agency work, including as a key-worker • Experience of working in an educational/school environment • Experience of running groups and group work 		
Skills and abilities	<ul style="list-style-type: none"> • Ability to understand the conflicting pressures encountered when working with in a school environment • Ability to understand the school perspective and work positively with school staff • Ability to relate to young people and adults positively, both as individuals and in groups, encouraging participation and empowerment • Ability to plan strategically in order to meet identified needs • Excellent communication, both written and oral • Ability to be self-motivated and have good time-management skills • Ability to work within a team as a constructive team member • Ability to work within a multi-agency environment, including as a key worker • Competent user of IT • Implementation of behaviour management in accordance with Cranbury College Behaviour Policy • Ability to develop monitoring sheets or reports to support key workers • Ability to support key workers by finding appropriate external agencies • Ability to contribute to School Consultation Meetings • Ability to coordinate PSP, TAC meetings and chair as and when required • Able to work under pressure and meets challenging deadlines • Understand and adhere to the rules of strict confidentiality • Able to produce accurate and well-presented work • To maintain the ethos and aims of Cranbury College • To maintain absolute confidentiality of information learned concerning the pupils, their families and home circumstances • To provide a good role model through personal conduct and appearance and represent Cranbury College positively in all settings • To maintain good timekeeping 		
Requirements specific to the role	All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.		



The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Signed: Post holder	
Date:	