

MAYFIELD SCHOOL JOB DESCRIPTION

JOB TITLE:	Outreach Worker
RESPONSIBLE TO:	Outreach Lead Teacher
ACCOUNTABLE TO:	Head teacher
GRADE:	Grade F (point 12 to 16)
HOURS OF WORK:	30 hours per week, 39 weeks per year

This job description is not a comprehensive definition of the post; duties may vary within this framework in line with its general character and level of responsibility entailed.

1. Key Purpose of Job

- 1.1 To support the Outreach lead teacher in working with individuals and groups of children in mainstream schools who are experiencing emotional health and behavioural difficulties. This will be achieved through the delivery of targeted programmes.
- 1.2 To work with any pupil who is permanently excluded to meet the 6 day responsibility requirement that the Chestnut centre has until any necessary recruitment has taken place.

2. Anticipated Outcomes of Post

- 2.1 To make effective use of planned activities to deliver Thrive and other social and emotional programmes for children.
- 2.2 Through the development of positive relationships and mentoring to support class teachers and teaching assistants in working with children with social and emotional health difficulties in their settings .
- 2.3 To reduce exclusions within the primary phase
- 2.4 To improve the academic outcomes for children with Social Emotional Health problems
- 2.5 To support parents in understanding and meeting the social, emotional and physical needs of their children

3. Key Duties

- 3.1 To support children through the development of positive relationships, pastoral support, and the promotion of self esteem
- 3.2 To carry out observations and assessments as required in order to monitor pupils progress.
- 3.3 To engage in planned activities with individual pupils and small groups to develop and promote positive emotional health and well-being.
- 3.4 To have due regard for safeguarding and promoting the welfare of children. To follow child protection and other related policies and good practice procedures.
- 3.5 To work closely with schools and settings by assisting the Lead Outreach teacher in providing training and by attending monitoring and review meetings as required
- 3.6 To provide advice for parents/carers on an individual basis
- 3.7 To reports to schools as required providing monitoring information and feedback in respect of the work undertaken.
- 3.8 To provide information and reports in support of multi-agency meetings as required and promote the development of positive interagency working
- 3.9 To support children within the Centre as required in negotiation with line manager.
- 3.10 To plan activities that would complement the Thrive programme
- 3.11 To work alongside teaching assistants within school settings and to share good practice.

4. Health and Safety Responsibilities

All employees will ensure that they:

- Take care of their own safety and that of others.
- Ensure that products, plant, equipment, vehicles and buildings are not damaged.
- Comply with health and safety procedures and instructions.
- Will not neglect, misuse, damage anything provided in the interest of health and safety.
- Assist by reporting to their Line Manager any hazard, accident, damage or defect in order that remedial action may be undertaken.
- Undergo any training or instruction to Thrive them to work competently and safely.

5. Key Working Relationships

5.1. External

5.1.1. Heads/Principals, Class teachers and Teaching Assistants

5.1.2. Parents

5.1.3. Other agencies as appropriate for example CAMHS, Integrated Working Co-ordinators, Social Care

5.2. Internal

5.2.1. Line manager, head of Chestnut Centre and head teacher of Mayfield

5.2.2. Educational Psychology Service

6. Other Duties

To undertake additional duties as required, commensurate with the level of the job.

Other Information

- 1) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- 2) The School operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the School's buildings (including Council owned and Council leased buildings, but excluding designated areas in residential schemes), enclosed spaces within the curtilage of buildings, and School/Council vehicles. Staff will not be released for a break that is specifically for smoking.
- 3) The post-holder is expected to familiarise themselves with and adhere to all relevant School/Council Policies and Procedures.
- 4) The post-holder must comply with the School/Council's Health and Safety requirements.
- 5) This post is based at the Chestnut Centre in Brixham.
- 6) As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check (Disclosure) from the Criminal Records Bureau before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

MAYFIELD SCHOOL – PERSON SPECIFICATION

Outreach Worker

Managers will assess candidates against their ability to meet the essential requirements of the job.

Candidates will be assessed against their ability to meet the desirable requirements of the job in a competitive situation. Candidates with a disability will be guaranteed an interview if they meet the essential requirements only. Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.

Candidates should explain how they meet each of the numbered requirements within their supporting statement.

Essential	Desirable
Skills and Effectiveness: <ul style="list-style-type: none">• Ability to form positive relationships with children, young people and adults• Ability to work independently and with supervision• Effective communication skills• Able to respond calmly to challenging situations	<ul style="list-style-type: none">• Musical ability• Creative ability• Ability to use ICT effectively
Knowledge: <ul style="list-style-type: none">• Understanding of Early Childhood development	<ul style="list-style-type: none">• Principles of Thrive
Experience/Achievements: <ul style="list-style-type: none">• Experience working with children and young people	<ul style="list-style-type: none">• Experience working in an educational setting
Qualifications/Professional Memberships: <ul style="list-style-type: none">• Educated to GCSE level grade C or equivalent and to include Maths and English	<ul style="list-style-type: none">• Counselling Qualification• Training in behaviour management• First Aid training• HLTA status
Other requirements of the job: <ul style="list-style-type: none">• Ability to travel efficiently around Torbay in order to carry out duties	