

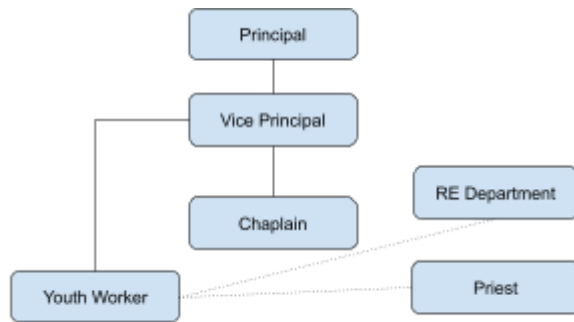


ST FRANCIS
& ST CLARE
CATHOLIC MAC

Job Description

Job Title:	Youth Worker
Department/Section:	RE
Responsible for which other posts:	None
Responsible to:	Vice Principal (PICCL)





Introduction

As a pro-active, energetic, committed Catholic the post holder will work alongside our young people and supporting them on their faith journey.

This job description may be amended at any time, following consultation between the Principal and the post holder and may be reviewed annually.

Key Duties and responsibilities

With opportunities to develop leadership skills, to network with others in youth ministry, and to volunteer abroad, travelling with St Edmunds to Lourdes for pilgrimage. The post holder will Support the Vice Principal and the RE team as they develop the Catholic life of the Academy through:

- Helping young people prepare for Masses and Liturgies
- Providing opportunities for prayer within the Chapel
- Leading the Academies Faith Council
- Assisting in planning our pilgrimage to Lourdes
- Working with young Catholics preparing for the Sacrament of Confirmation
- Working with the transition team (year 6/7) to prepare and deliver summer school to new students
- Coordinating student voice on Catholic Life and Collective Worship at St Edmund's
- Working with the sixth form to shape the charity work/social action campaigns that underpin our Catholic mission
- Helping young people to manage their well being through projects and events
- Helping young people to understand their environmental duties as stewards of the academy and of the planet.

- Organising and attending the annual retreat to Alton Castle and Soli House with KS3 students

Safeguarding & Support for the Academy

The safeguarding of children and young people is a priority for St Edmund's. Therefore, you must be ready, willing and able:

- To undergo regular training in child protection and safeguarding.
- To liaise with the named safeguarding designated on-site persons, to help implement and monitor the safeguarding policy.
- To follow the school safeguarding policies.
- Adhere to the Staff Code of Conduct and actively promote the Catholic ethos of the Academy and Company.
- 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.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required and as directed by the Principal
- Participate in training and other learning activities and performance development as required.

Other Requirements

- To contribute to social media, the Academy website and other forms of communication as required.
- To foster the Catholic ethos of St Edmund's.
- To be a practising Catholic, a living example of a committed Catholic.

General

- To attend relevant meetings and courses to update areas of job role
- To undertake such other duties as may be determined from time to time within the general scope of the post.

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.**
- **Adopt and promote “Don’t Walk On By” policy and comply with all**
- **safeguarding requirements**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline.**

Signature of post holder	
Date	

Person Specification

Key Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ● To be practising Catholic, a living example of a committed Catholic. ● Educated to A Level. 	<ul style="list-style-type: none"> ● Appropriate knowledge of first aid/training as appropriate. ● Participates in development and training opportunities
Experience and Skills	<ul style="list-style-type: none"> ● You should be able to demonstrate a knowledge of the Catholic faith and be 	<ul style="list-style-type: none"> ● Ability to self-evaluate learning needs and actively seek learning opportunities.

	<p>able to engage with spiritual, moral and theological matters in an intelligent and sensitive manner.</p> <ul style="list-style-type: none"> • You will understand the importance of Safeguarding in schools and work proactively to support in this area. • You will have good administrative and organisational skills. • Good numeracy/literacy skills • Effective use of ICT to support learning, social media and website. Use of other technology: video, photocopier. 	
<p>Other attributes</p>	<ul style="list-style-type: none"> • You will enjoy the company and challenge of young people, and have a relaxed and unstuffy manner which combines openness and engagement with challenge and formality when necessary maintaining professional boundaries. • To foster the Catholic ethos of St Edmund's. • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom/school roles and responsibilities and your own position within these. • Post holders will be required to demonstrate the behaviours and 	<ul style="list-style-type: none"> •

	attributes that support MAC's core values	
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Signed	
Date	

Administration use only	
Job Ref	
Academy Committee Approval	
Last Updated	

COMPETENCIES ESSENTIAL TO BASIC PERFORMANCE OF THE ROLE	
Post Reference:	Post Title
Commitment & Motivation	
<ul style="list-style-type: none"> • Displays energy and enthusiasm and has a positive attitude towards work, demonstrating commitment to achieving individual and Academy goals • Prioritises own workload • Takes personal responsibility whilst demonstrating willingness to complete the task to a high standard • Actively participates in learning opportunities and applies learning to develop own practice • Effectively liaises with people showing a willingness to give and receive constructive feedback • Responds positively to feedback and incorporates this into working practice • Keeps to date with relevant information and initiatives 	

Problem Solving & Decision Making

- Works to general instruction using initiative to make routine decisions within guidelines, with the ability to challenge where appropriate and relevant
- Escalates decisions outside own area of responsibility
- Gathers relevant information to assist good decision making
- Offers ideas on how things could be done differently

Planning & Organisation

- Organises and manages own tasks and work time effectively
- Implements operational plans for own areas of responsibility under guidance
- Provides feedback to inform planning
- Prepares resources including where appropriate relevant ICT
- Prepares for a specific activity taking account of varying needs and abilities of stakeholders

Implementing Change

- Contributes constructively to support change in own area of work with a view to improving performance
- Uses initiative and knowledge to implement given tasks or plans.
- Identifies and makes recommendations for improving performance in their own area of work
- Approaches change in a positive, flexible and enthusiastic manner

Managing Objectives

- Has a good understanding of own role and carries out task effectively, within deadline, fulfilling short term goals of the team
- Provides agreed feedback of effectiveness and progress
- Recognises the values, learning styles, management styles and ethos of the Academy

Raising Standards

- Contributes to setting individual objectives and agreeing measurable targets
- Collects supporting evidence and agrees success criteria
- Maintains consistent performance
- Remains focused on delivering results
- Takes responsibility for the quality of own work and keeps manager informed of how the work is progressing

- Provides support for learning activities including effective use of ICT to support pupils learning

Customer Focus

- Demonstrates willingness to help and support pupils and stakeholders
 - Demonstrates and promotes the positive values, attitudes and behaviours expected to promote positive relationships
 - Contributes to the safeguarding and welfare of pupils
 - Adopts a pleasant, helpful and professional manner
 - Actively seek information from stakeholders to understand their varying needs, abilities and expectations to support development
 - Observes and provides feedback on pupil performance
 - Delivers results in a timely manner
- Understand the reasons for Health & Safety within own area and works in a manner which does not compromise their own H&S or that of anyone affected by their work

Communication

- Communicates confidently using a variety of methods at different levels of ability and understanding
- Structures discussion in a logical way
- Interprets and analyses information to construct basic written reports including recommendations as appropriate
- Prepares materials for others to use
- Selects the most appropriate communication method for the topic and audience including those with complex needs
- Creates and delivers effective presentations
- Uses appropriate questioning techniques
- Actively listens and encourages open discussion
- Explains this clearly and concisely giving clear instructions

Impact & Influence

- Understands the impact of own behaviour on others.
 - Interacts positively within a team and will challenge inappropriate behaviour where appropriate.
 - Develops personal networks and builds positive relationships.
 - Discusses own needs and listens sensitively to the needs of other
 - Shares appropriate information and knowledge with other in an open and honest manner
- Maintains confidentiality within appropriate boundaries.

Team Working

- Follows agreed instructions and takes personal responsibility and ownership for own actions, performance and delivery
- Shows willingness and ability to work cooperatively with a range of stakeholders
- Contributes to dialogue regarding aims and objectives
- Provides effective support to colleagues, responds well to guidance

Qualifications & Skills

A Level/NVQ Level 3

Practical and procedural knowledge across a technical or specialist area



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