

## **Outreach Worker: Alternative Provision Job Description**

**Location:** Stevenage ESC base, and local provisions as appropriate  
**Responsible to:** Head of Centre

### **1a) PURPOSE OF THE JOB**

- To provide support to teachers and students in the management of students' learning and behaviour while attending off-site provision of alternative provisions such as local colleges etc.

### **1b) MAIN DUTIES**

The job holder may not fulfil all of the duties listed below but should be prepared to undertake them when required:

- Leading our Alternative Provision days at college or one of our other external provision providers (i.e. North Herts College, Herts Regional College, Ardeley Farm)
- Support the on-boarding of learners to the programmes
- Support for teaching staff and students for academic and practical lessons at provisions off-site on a daily basis
- Individual support for students who attend provisions
- Cataloguing equipment/resources needed to attend alternative provisions
- Preparation of teacher/classroom resources in collaboration with tutors
- Ordering of resources for students to access alternative provision
- Contributing to reports/briefings /staff meetings as required
- Collating student reports and providing daily feedback on engagement and performance of students
- Invigilating examinations as required
- Support with student transport as necessary

### **Specific Responsibilities**

- To attend all off-site alternative provisions for our students and referring schools to ensure students are engaged and able to succeed

### **1c) EQUALITIES**

Be aware of and support difference and ensure that students have equality of access to opportunities to learn and develop

### **1d) HEALTH AND SAFETY**

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

### **1e) DISCLOSURE & BARRING SERVICE**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring Service as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure & Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

### **1f) ADDITIONAL INFORMATION**

The job holder is required to contribute to and support the overall aims and ethos of the Centre. All staff are required to participate in training and other learning activities, and in performance management and development, as required by the Centre's policies and practice.

**\*\* The duties and responsibilities listed previously describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

### **2. SUPERVISION**

The Head of Centre performance manages the job holder. The school's performance management policies and practice determine the frequency of meetings.

The post has no supervision of staff.

### **3. CONTACTS**

The job holder works directly with teachers and students and has occasional contact with parents, carers, other agency professionals and school staff.

### **4. KNOWLEDGE, EXPERIENCE AND TRAINING**

See person specification below.

### **5. PHYSICAL EFFORT**

The job may involve physical effort such as lifting equipment during practical lessons.

### **6. WORKING ENVIRONMENT**

The job includes working within practical lessons at the Centre and may involve use of large tools and pieces of machinery, and work in environments where there is exposure to noise or hazardous materials. Suitable protective equipment should be worn when applicable.

## Outreach Worker: Alternative Provision Person Specification

Desirable/Essential	Personal Quality
E	Hold current driving licence, business insurance and own vehicle, as you will be required to travel between base and provisions (mileage allowance claimable)
E	Awareness of the need for confidentiality in all casework
E	Have good numeracy, literacy and ICT skills
E	Qualify for or hold an enhanced DBS check
E	Willing to participate in training as required
E	Willing to be a team member and have a good sense of humour
D	Practical skills across curriculum subjects
D	Experience of Classroom Support
D	Experience of working with Key Stage 3/4 students
D	Successful delivery of 1:1 and small group support in and out of the classroom
D	Knowledge and experience of student management in the classroom
D	Ability to plan, record and evaluate on delivery of programmes
D	Understanding of student safeguarding and child protection processes
D	First Aid knowledge/certificate, or willingness to gain First Aid qualification

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*This role will be reviewed annually as part of the PMR process*