

Secondary Outreach Support Assistant Job Description

Location: Stevenage ESC base, and local provisions as appropriate
Responsible to: Head of Centre
Grade: H5

1a) PURPOSE OF THE JOB

- To support young people from Year 7 to Year 11 who are experiencing difficulties accessing secondary education in mainstream schools
- To work with identified individuals and small groups on targeted support
- To offer behaviour strategies, support and advice as appropriate to schools, parents and other professionals
- To support students on our Alternative Provision cays at college or one of our other external provision providers

1b) MAIN DUTIES

- Hold an outreach caseload and support young people in the context of their school working with individuals, groups, parents and staff
- Contribute to the work of schools in:
 - developing a range of appropriate strategies in relation to the individual/young people at risk
 - developing in young people positive attitudes towards themselves, others and their learning
 - following the APDR framework for caseload
- Work alongside the Outreach Lead, centre and school staff and other professionals to support the reintegration of individuals on a case by case basis
- Foster effective links with local schools and alternative provisions

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

- Cataloguing equipment/resources needed to attend alternative provisions
- Preparation of teacher/classroom resources in collaboration with tutors
- 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

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.

Secondary Outreach Support Assistant 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	Experience of working with primary and/or secondary age children
E	Qualify for or hold an enhanced DBS check
E	Ability to work with Senior Management
E	Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Grade 4 (C) in English and Maths
E	Competence in the use of ICT to support teaching and learning
E	Awareness for the need for confidentiality
E	Ability to work with a minimum of supervision and within a team
E	Ability to manage pupils in a small group setting and 1:1
E	Ability to demonstrate experience and knowledge of working with hard to reach and challenging young people who have barriers to learning
E	Willing to be a team member and have a good sense of humour
D	Willing to transport students if necessary
D	Ability to set up relevant programmes to engage young people
D	Willingness to undertake further professional development
D	Understanding of the curricular requirements of the school, these to include statutory requirements
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