



HERTFORDSHIRE COUNTY COUNCIL

JOB DESCRIPTION

RIVERS EDUCATION SUPPORT CENTRE

JOB TITLE : SECONDARY OUTREACH / LEARNING SUPPORT WORKER
REPORTS TO : SECONDARY OUTREACH MANAGER and DEPUTY HEADTEACHER
SALARY RANGE : H5 RANGE (**TERM TIME ONLY PLUS 1 WEEK**)
HOURS : 22.2 HOURS / 3 DAYS PER WEEK.

1. Purpose of the job

- To support young people who are experiencing difficulties with their behaviour in mainstream schools
- To work with identified individuals and small groups
- To offer behaviour strategies, support, advice and guidance as appropriate to schools, parents and other professionals

2. Main Outreach Duties – Secondary Outreach Worker

- 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
- To manage a caseload of Secondary Outreach referrals from stake-holder schools
- To plan and deliver bespoke programmes of support for individual young people at risk of exclusion
- Monitor progress and impact of outreach interventions and gather evaluations by:
 - keeping formative and summative records of work carried out
 - recording data to measure impact and progress
 - ongoing tracking of previously supported pupils – offer top-up interventions
 - carry out baseline assessments to plan interventions and to measure impact and ATL.
- Follow outreach procedures including safeguarding procedures
- Work in collaboration with parents, carers, professional staff and external agencies to promote the learning objectives of each pupil.
- Use ICT for learning activities and support pupils to develop competencies and independence in the use of ICT
- Work alongside the Reintegration Manager, Centre and school staff and other professionals to support the reintegration of individuals
- Foster effective links with local schools and other agencies
- Working collaboratively with the Outreach Team in a solution focused way to achieve the best outcomes for all referred young people.
- Carry out administrative tasks as necessary.

3. Main Centre Duties – Learning Support Worker

- To support teachers and pupils in lessons using specialist curricular knowledge or experience to support pupils' learning.
- Work with groups and individual pupils to ensure they understand their learning and stay focused
- Help teacher to manage classroom behaviour
- Breakfast, Break and Lunchtime duties
- Exam invigilation including access arrangements training

- Solutions Room timetabled cover
- ARBOR recording
- CPOMS recording
- 1:1 well-being mentoring including reintegration readiness programmes
- Supervise whole classes during the short-time absence of a teacher.
- Attendance and welfare following our safeguarding procedures
- Carry out administrative tasks as necessary.
- Use ICT for learning activities and support pupils to develop competencies and independence in the use of ICT.
- To work cooperatively with staff and carry out duties as directed by Senior Leadership Team including general Centre support as required.

The duties and responsibilities listed above 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.

4. **CONTACTS**

The jobholder works directly with teachers and pupils and has routine and regular contact with parents and carers and with external agencies. The jobholder must conduct themselves professionally and to represent the organisation in a professional capacity at all times (including all correspondences).

5. **KNOWLEDGE, EXPERIENCE AND TRAINING**

- Experience of working with secondary age children
- Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Grade C in English and Maths
- Understanding of the curricular requirements of the school, these to include statutory requirements
- Competence in the use of ICT to support teaching and learning
- Ability to work with a minimum of supervision and within a team
- Ability to manage pupils in a small group setting and 1:1
- Ability to demonstrate experience and knowledge of working with hard to reach and challenging young people who have barriers to learning
- Ability to set up relevant programmes would be beneficial
- Willingness to undertake further professional development
- Hold a current driving license and own vehicle, as you will be required to travel between schools and, if necessary, to transport students

- ❖ **The duties and responsibilities listed above 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. The Secondary Outreach Worker works under the direction of the Secondary Outreach Manager and is accountable to the Deputy Headteacher and the Headteacher who will delegate areas of responsibility as required. The Secondary Outreach Manager is responsible for the Secondary Outreach Worker performance management.**
- ❖ **This job description may be amended at any time after full consultation, but in any case will be reviewed annually.**