## Job Description

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| Job Title: | **Youth & Community Worker** |
| Reference: | X00190 |
| Reports to: | Vice Principal: Safeguarding and Community |
| Responsible for: | No line management |
| Salary range: | Academy Band D £19,100 (£16,337 pro-rata) |
| Contract: | Full time, term-time only |

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| Main purpose of the role: | To support the work of the Vice Principal and Year Leaders, dealing with students, parents and carers on a daily basis in support of the Academy culture and ethos, developing the Academy’s internal structures for student support and challenge and promote links with external communities so that learning and opportunities for the personal development of students, their families and the wider community are maximised.  To drive the Academy minibus and MPV’s to transport pupils in accordance with the Rules and Regulations of the Highway Code, including supervision of passengers and providing basic vehicle maintenance. | |
| Main duties: | **Pastoral Support Team responsibilities:**   1. Be available for staff and students throughout the week and at other times as directed by the Principal. 2. To provide support and guidance for pupils/students in terms of attending breakfast in the restaurant, supporting early morning/late afternoon study sessions, reintegration meetings, pastoral meetings, group tutor meetings, detentions, internal and external exclusions and attendance issues. 3. Support students in terms of behaviour and emotional wellbeing during a working day, monitoring reporting procedures, reintegration meetings, internal exclusions, external exclusions, detentions, attendance, lateness. 4. Assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement with the curriculum and Academy life. 5. Be available to respond to calls for support for students within the School. 6. Monitor and address all uniform issues within the School making reference to the Assistant Principal when needed. 7. Be present where required at Year Group events including Parents Evenings. 8. Be a visible and pro-active part of the duty system throughout the Academy day both in terms of supporting staff in class, and during break and lunchtimes. 9. Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Principal. | |
|  | **Minibus Driver responsibilities:**   1. Drive the minibus or MPV’s in accordance with the Rules and Regulations of the Highway Code, maintaining pupil, staff and public safety whilst on the highway in accordance with the Academy policies. 2. Provide checks and basic maintenance for the vehicles e.g. oil levels, cleaning of vehicles, etc and arrange with the Premises Manager when necessary the service and MOT of the vehicle to maintain basic working order and prevent unnecessary deterioration of the vehicles. 3. Carry out and record check in accordance with the maintenance schedule. 4. At the commencement of any journey, liaise with the Escort (if applicable) as appropriate to check that seat belts are fastened and bags and equipment is secured. 5. Throughout the journey ensure that pupils remain seated, stopping when necessary to ensure that the safety of pupils and staff is maintained at all times. 6. Drive any agreed daily routes planed for journeys, seeking prior agreement to any route changes to achieve a practical and cost-effective route. 7. Drive the minibus for school trips or educational visits and act as an additional member of staff whilst on the trip if necessary. | |
|  | **Youth Leader Responsibilities:**   1. To provide a high quality, effective service offering inspiring, fun, engaging & creative opportunities in collaboration the wider academy and community partners for young people and their communities 2. To create inclusive opportunities, and encourage people to get involved in these opportunities, that enhance physical and mental wellbeing, develop resilience and form a positive sense of identity and self-belief for those that take part 3. To deliver, measure and report on the impact of effective youth and community activities that you have planned or delivered 4. Develop partnerships with other voluntary sector organisations, schools and statutory service providers 5. Being involved in all aspects of academy life, especially those which have a community focus. Including: Student supervision, Student wellbeing support, the Foodbank, family and children sport programme 6. supporting interventions within the school day and clubs and activities during the twilight light period. 7. As Youth and Community Worker, you will be expected to work flexibly from our academy, the community hub/s, off-site provisions, on sports pitches, online and wherever necessary to meet the needs of our young people and their communities | |
|  | **Essential** | **Desirable** |
| Qualification | * 5 GCSE’s including grade C in English and Maths * Must hold a full UK driving licence with no endorsements. * Hold D or D1 category on driving licence. | * Current valid KCC approved minibus driver qualification (training can be provided for this) * Vehicle and general maintenance qualification eg NVQ * Already hold, or be willing to complete, a recognised qualification in youth work. |
| Experience | * Must be over 25 and have driven mini buses previously * Experience of supporting pupils/students of differing abilities and backgrounds. * Proven experience working with young people in both one-to-one and group settings * Proven experience working with young people ‘at risk’ * Experience working within a school/youth/community setting alongside other statutory and voluntary organisations. | * Experience working with children with social, emotional and behavioural needs and knowledge of and experience of working with external agencies and voluntary groups. * A knowledge of how schools work / function * Knowledge of safeguarding practices and health and safety * Experience of doing youth work within a school setting |
| Skills | * Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including parents/carers, teachers and external professionals. * Good knowledge of vehicle and general maintenance. * Able to recognise and to deal with emergency situations * Demonstrable ability to communicate effectively in both oral and written form * ~~Creative and innovative.~~ * ~~Excellent facilitation and presentation skills suitable up to and including senior managers.~~ * Data and IT literate with good IT skills. * Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload. * Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of pupils/students and parents. * ~~Analytical and problem-solving skills - necessary for analysing school, local and national data and developing appropriate strategies and interventions.~~ | |
| Qualities | * Able to confidently liaise with senior colleagues including in formal settings. * Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures. * Personal and professional authority and resilience. * ~~Able to credibly challenge established assumptions and ways of working and make a valuable contribution to influencing organisational culture.~~ * Empathetic, tactful and diplomatic. * Solution focused, working collaboratively and collegially with colleagues and stakeholders. * Excellent inter-personal skills. * ~~A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments.~~ | |