**JOB DESCRIPTION**

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| **Job title:** | Outreach Mentor | |
| **Grade:** | NJC Sc5 | |
| **Hours:** | 36 hours per week, term time only including five training days | |
| **Responsible to:** | Outreach Lead | |
| **Job purpose:** | To support young people with complex and multiple needs to overcome barriers to attendance and engagement with school, by providing and coordinating targeted and intensive structured intervention.  To play a proactive and significant role in promoting positive outcomes for young people at Estuary Academy Island, and their families, to ensure young people benefit from the school’s value and ethos of belonging, relationships, moving on and achieve. | |
| **Key internal contacts:** | * Line Manager * Designated Safeguarding Leads * School Attendance Officer * Administrative Team | * Pastoral Team * Students * Teachers * Teaching Assistants |
| **Key external contacts:** | * Parents/Carers * Social Workers * Borough School Attendance Service * Other Multi-Agency Professionals | |
| **Special consideration:** | * Hold a clear Enhanced DBS check * Required to have own transport to travel between schools and homes. * Hold a current and clean driving licence. | |

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| This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.  **Specific duties**  Outreach support for individual students and their families:   * Take responsibility for a caseload of students on roll at Estuary Academy Island. * Create a tailored support package consisting of 1:1 outreach, mentoring sessions, in-class support and daily check-ins with students at tutor times. * Facilitate community-based 1:1 sessions for students who are hard to reach and /or are at risk of becoming not in education, employment or training. * Undertake welfare calls and home visits to inform a Background Information assessment for use by other staff in the school. * Identify and follow-up on non-attendance and lateness through direct work and intervention and liaising with the School Attendance Officer and encouraging parents/carers to engage with meetings led by the Borough School Attendance Officer. * Create and keep up to date resources to ensure they remain relevant to current topics and themes affecting young people. * Support students to develop positive and professional relationships with staff and professionals. * Support students to attend, where appropriate, meetings focused around their needs, advocating where needed in order for the student’s voice to be heard. * Attend re-entries to support students to understand poor behaviour choices and empower them to amend these going forward. * Lead Team Around the Child meetings for identified students, sharing updates and information, and encourage students to participate proactively in any agreed plans of action. * Take the lead on ensuring all safeguarding concerns are flagged up to the On-Duty Designated Safeguarding Lead in a timely manner and in line with the Child Protection & Safeguarding policy, and ensure they are recorded on CPOMS on the same day. * Complete referrals to external agencies, liaising with parents/carers/students for consent as appropriate and monitoring the progress of referrals and reporting any outcomes. * Devise and contribute towards risk assessments for identified students who display risky behaviours or who are at risk of harm. * Contribute towards assessments relating to a student’s Special Educational Needs provision and Education Health Care Needs Assessments.   **Delivering and supporting Group work**   * Deliver bespoke interventions to students. * Support and participate in targeted group work to students accessing the Outreach Programmes. * Support the facilitation of Family Groups and therapeutic groups on a rota-basis. * Participate in the delivery of annual Safeguarding training, under direction from Line Manager and Lead Designated Safeguarding Lead.   **Duties for All**   * Liaise with parents/carers frequently to exchange information and share updates. * Be responsible for sharing information and data with external agencies and professionals in line with school policies and with a child-centred focus. * Attend and contribute towards external meetings led by Social Workers, such as Child Protection Conferences, Child In Need reviews, Child Looked After reviews and Professionals meetings, devising reports and completing assessments in advance as required. * Use SIMS and CPOMS to monitor and process student data and record minutes of meetings. * Attend daily briefings and team meetings, contributing positively and sharing ideas and information. * Be responsible for arranging supervision with Line Manager to troubleshoot any challenges with students on caseload. * Ensure own knowledge of relevant legislation, such as Keeping Children Safe In Education, is kept up to date, along with school policies relevant to the role. * Proactively commit to further development of own knowledge and expertise regarding issues and current trends affecting young people. * Undertake lunch duties, as published on rota. * Ensuring Estuary Academy Islands ethos is upheld in all aspects of daily work, embedding its core values.   **Trust**   * Promote the Trust’s core themes of working with vulnerable young people and helping them to flourish. * Promote the safeguarding and welfare of all children and young people in school. * Complying with the Trust’s policies and procedures (e.g. equal opportunities and health and safety). * Ensure high standards of behaviour and dress are maintained.   **Additional Duties**  You may be required to carry out additional duties, as the Head Teacher may reasonably request, which are commensurate with the post. |

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| **Review:**  This job description will be reviewed regularly and may be subject to amendment and modification, following consultation with the post-holder. It is not a comprehensive statement of procedures and tasks; however, it sets out the main expectations of Estuary Academy Island in relation to the post-holder’s professional responsibilities and duties.  I confirm that I understand and agree the duties of this job description.  Signature:  Print name:  Date:  ----------------------------------------------------------------------------------------------  Manager’s signature:  Print name:  Date: |

**PERSON SPECIFICATION**

**Outreach Mentor**

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification.  **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.**  If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

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| **Qualifications and Experience** | **Assessment Method** |
| **Essential:**   * Good standard of general education with at least GCSE grade C/4 or above in English and Maths or equivalent experience. * Experience of multi-agency working across statutory and/or voluntary organisations.   **Desirable:**   * To have a Level 3 qualification relevant to the role. * Experience of working with hard to reach families with complex multiple needs. | Application form  Certificates  Interview |
| **Skills and Abilities** |  |
| **Essential:**   * Ability to organise and lead small group work, as requested, where appropriate. * Able to monitor and evaluate progress through support plans, including regular reviews, in order that impact can be measured. * Ability to develop and maintain good relationships with children, caregivers, school staff and other agencies. * Ability to work co-operatively and effectively as part of a team, sometimes without direct supervision.   **Desirable:**   * Have experience and appropriate training to deliver ELSA and other interventions. | Application form  Supporting statement  Interview  In-tray exercise |
| **Knowledge** |  |
| **Essential:**   * To have a strong working knowledge of IT e.g. Word, Outlook, Excel, PowerPoint and Zoom/Microsoft Teams. * To understand assessments/ reviews and professional boundaries.   **Desirable:**   * Knowledge of the factors which put children and young people at risk of crime, poor attendance at school and social exclusion and how resources may be allocated to improve provision. | Application form  Supporting statement  Interview  In-tray exercise |
| **Special Conditions** |  |
| **Essential:**   * Willing to undertake an Enhanced DBS check. * Hold a current driving license and use of own transport.   **Desirable:**   * Willing to undertake training to drive the minibus. | Supporting statement |