**JOB DESCRIPTION**

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| **Job title:** | Outreach Lead | |
| **Contract and Grade:** | NJC Sc5 | |
| **Hours:** | 36 hours per week, term time including 5 INSET days | |
| **Responsible to:** | Deputy Head | |
| **Responsible for:** | Outreach Mentors | |
| **Job purpose:** | To support families and young people with complex and multiple needs overcome barriers to attendance and engagement with school, by providing and coordinating targeted and intensive structured intervention and oversee and lead the Outreach Programmes.  To work with partner schools and develop Outreach Provision in primary and secondary schools taking a proactive and preventative approach to mitigate exclusion.  To undertake assessments and make appropriate referrals within the school and to relevant outside agencies within statutory timescales to ensure intervention at the earliest opportunity.  To play a proactive and significant role in promoting positive outcomes for young people at School, and their families, supporting relevant transition and reintegration. | |
| **Key internal contacts:** | Senior Leadership Team  Designated Safeguarding Leads  Outreach Workers | Students  Teachers  Attendance Officer |
| **Key external contacts:** | Parents/Carers  Multi-agency workers  External school contacts | |
| **Special consideration:** | Hold a clear Enhanced DBS check  Required to have own transport to travel between schools and homes. | |

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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**   * Lead the outreach team and work closely with all members of the team to develop and initiate flexible packages of support for individual students, settings and providers. * Provide and coordinate intensive and structured plans of work and intervention in order to successfully reintegrate students back into mainstream education. * Oversee and lead the Outreach Programmes. * Attend relevant referral meetings and reviews. * Coordinate and carry out admission meetings for students accessing Outreach and attend admission meetings in mainstream schools. * Ensure Outreach sessions are up to date and in line with latest resources, threats and contextual issues. * Liaise and coordinate a timetable of external guest speakers e.g. police, nurse to attend group sessions. * Lead on reintegration and support children back into their mainstream school. * Be responsible for coordinating and supporting Team Around the Child (TAC) meetings, including to review school placements and keep accurate minutes. * Participate in the delivery of annual Safeguarding training, under direction from Line Manager and Lead Designated Safeguarding Lead.   **Pastoral and support for individual students**   * Meet young people and their parent/carer at home, school or elsewhere, as appropriate, in order to encourage and support their active participation to meet their personal targets around successful integration into mainstream school. * Encourage the young person and carer to become self-motivated to avoid over-dependence on others; and to build independence towards school and education. * Have an effective working relationship with key partner agencies, especially mainstream schools. * Contribute to the support for helping children, young people and families overcome difficulties resulting from anti-social behaviour, poor attendance at school, under achievement, behavioural problems, relationships, health problems and social deprivation. * Plan and deliver a variety of workshops to 11-16 year olds. * Maintain appropriately detailed, accurate and up to date records, both written and electronic, for all work carried out. * Support students with behaviour for learning, following the School’s behaviour policy. * Devise, contribute to and share student reports. * Support students in examinations as an invigilator or those in need of access arrangements, as scribe, reader or prompt. * Undertake lunch duties, as published on the rota.   **Management**   * Manage Outreach Mentors and support them through the performance management scheme by monitoring performance, providing supervision and identifying training needs. * Undertake sickness review meetings and other relevant meetings. * Provide casework supervision for outreach workers. * Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn.   **Communication**   * Attend such meetings as deemed appropriate by Line Manager and to be responsible for sharing evidence-based information with other agencies. * Participate in regular supervision and appraisal as required by line manager. * Identify own learning needs and to attend training in order to develop professional knowledge and skills as directed by line manager through supervision. * Attend and contribute to daily briefings, team meetings and training. * Be responsible for communicating with parents, according to current policy, the progress made by the students in their care. * Liaise and network with other professionals, parents and carers both informally and formally.   **Trust**   * Promoting the Trust’s core themes of safeguarding and working with vulnerable young people and helping them to flourish. * Complying with the Trust’s policies and procedures (e.g. equal opportunities and health and safety). * Ensuring high standards of behaviour and dress are maintained. * Attending Trust/academy briefings, meetings and events, as required.   **Additional Duties**  You may be required to carry out additional duties, as the Head of School may reasonably request, which are commensurate with the post. |

**PERSON SPECIFICATION**

Outreach Lead

The following outlines the Minimum criteria for this post. Applicants who have a disability

and who meet the minimum criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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| MINIMUM | |
| QUALIFICATIONS  (if essential) | * Good standard of general education with at least GCSE grade C/4 or above in English and Maths or equivalent experience. * A professional qualification, which demonstrates an understanding of and ability to work with young people e.g. teaching, social work, Level 3 parenting. |
| EXPERIENCE | * Experience of working with hard-to-reach families with complex multiple needs. * Experience of multi-agency working across statutory and/or voluntary organisations. * Line management or supervisory experience. (Desirable) |
| SKILLS & ABILITIES | * 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. * Able to maintain accurate, up to date, paper and electronic records of work. * Ability to plan, prioritise, organise own workload and cope with pressure when meeting deadlines. |
| KNOWLEDGE | * 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. |
| BEHAVIOURS | * To demonstrate empathy * To maintain confidentiality within working environment |