



Job Description & Person Specification

Outreach worker



Job Description	
Job Title:	Outreach worker (SEMH)
Pay Grade / Scale / Range:	Scale 5 (points 12-17) SEN Allowance-
Benefits & Perks:	Occupational pension scheme, occupational sickness scheme, TOIL / Flexi scheme/ Health benefit scheme
Working hours:	36 hours 40 minutes per week Term time only (190 days) + 5 training days (195 days)
Location:	Initially based at Springboard Project. NB: all staff are employed by New Bridge MAT and may be asked to work at any site if required.
Special circumstances:	N/a
Staff responsible to:	Head of School
Staff responsible for:	None
Accountable to:	Chief Executive Officer
Probationary period:	26 working weeks

New Bridge Group

Outreach worker (SEMH)

Purpose of the post

Working under the guidance of the designated adapted curriculum lead or senior staff, the Outreach Worker will supervise and support pupils in 1-2-1 in community environments and classroom-based settings, enabling them to engage in agreed learning activities linked to individual learning strategies. The role includes assisting in the management of pupils, promoting positive engagement, and ensuring that each young person is equipped to succeed in their educational learning journey.

Support for the Young People

1. Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations.
2. Supervise and support pupils to undertake agreed learning activities / programmes linked to local and national curriculum and personal learning strategies across the key stages relevant to your setting.
3. Adjusting activities according to pupil responses and needs, particularly taking account of the objectives in the EHCP and how the pupils' needs may vary on different days.
4. The role may include supporting and implementing pupil's personal programmes, relating to social, health, physical, hygiene and welfare matters, and appropriate communication methods.
5. To ensure safety, welfare and personal care are attended to with dignity, empathy and respect. The pupils may also need assistance to access different areas of the host site. Following appropriate training, administer first aid to pupils in line with host site procedures.
6. To support the pupils with eating and drinking, following feeding and swallowing training appropriate to the pupil who is being supported.
7. Promote inclusion and acceptance of all pupils by encouraging them to interact with both staff and peers, and engage in activities planned by the intervention workers.
8. Support the effective use of ICT in learning activities and develop pupils' competence and independence in its use.
9. To be aware of and support the implementation of individual support programmes; e.g. Behaviour Plans, pupil passports, therapy programmes etc
10. Promote self-esteem and independence amongst pupils.
11. Provide feedback to pupils on their progress and achievement under the guidance of the adapted curriculum lead, in line with school policy.
12. To transport pupils to enable them to access a broad and balanced curriculum.

Supporting teaching and learning

1. Establish constructive relationships with parents and carers, promoting the School's home/school liaison policy.
2. Assist the adapted curriculum pathway with the preparation of teaching and learning materials and resources. Prepare, maintain and use equipment/resources required to meet the learning activity and assist pupils in their use.
3. Provide detailed feedback to the adapted curriculum pathway on pupils' achievement, progress, problems etc. as requested
4. Undertake pupil record keeping as requested and assist with the collation of pupil reports as requested by the adapted curriculum lead, which may involve data inputting.
5. Plan a purposeful, orderly and supportive environment.
6. Administer and mark straightforward routine tests, e.g. spelling or mental arithmetic, and invigilate tests as required.
7. Provide clerical support for the adapted curriculum pathway, e.g. photocopying, filing, production of work sheets for agreed activities.
8. To communicate effectively with the adapted curriculum lead and senior leads.
9. Monitor and record daily attendance for students.

Standard Duties

1. To work across the New Bridge Group if required
2. To understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all.
3. To uphold and promote the values and the ethos of the school.
4. To implement and uphold the policies, procedures and codes of practice of the school, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection
5. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
6. To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school
7. To attend and participate in relevant meetings as appropriate
8. To undertake any other additional duties commensurate with the grade of the post.

Contacts

Colleagues working within the School, Pupils, Parents/relatives/carers; staff of the local authority Peripatetic services, Educational Psychologists and other education or health care professionals, Governors (where applicable) and visitors to the school

Responsible to: Head of Site/Designated Line Manager

Responsible for: Not applicable

Special Conditions:

An enhanced Disclosure and Barring Service (DBS) check is required for this post

	DATE	NAME	POST TITLE
PREPARED	21.04.26		
REVIEWED			
REVIEWED			
REVIEWED			

PERSON SPECIFICATION

PLEASE NOTE: Governors/Directors will use the criteria below **(those emboldened)** to shortlist. Only those applicants who demonstrate that they meet those criteria (to the Governors/Directors satisfaction) will be invited to interview.

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education & Qualifications	NVQ 2 for Teaching Assistants or equivalent qualification or experience Literacy and Numeracy skills equivalent to Level 1 of the National Qualification & Credit Framework Willingness to undertake training in relevant learning strategies e.g. literacy/ numeracy/	Team-teach training First Aid certificate (where appropriate)	AF / I AF / I AF / I
Experience	Experience of working with children of a relevant age to those within the New Bridge Multi-Academy Trust (4-19 years) who present with communication difficulties, challenging behaviour and complex needs within an educational setting Experience of supporting young people to overcome barriers to their personal, social or learning development from a pastoral perspective Experience of supporting teaching and learning activities for students, and providing support for the adapted curriculum lead in the preparation and organisational processes involved in the day to day running of learning Experience of working in partnership with teaching staff to differentiate appropriate interventions for students in		AF / I AF / I AF / I

	relation to the curriculum Experience of monitoring and assessing student progress and engagement; and providing regular feedback to stakeholders Experience of intervening to support students in crisis or trauma by using either emotional or educational support Experience of working with learning resources and helping with their preparation to support learning programmes Experience of effectively using ICT and other technology and resolving straightforward problems in their operation		
Skills & Abilities	The ability to build relationships with students, families, key partners around the students and other adults Communication skills to liaise sensitively and effectively with parents and carers and to exchange information to a range of audiences A nurturing and empathetic approach to behaviour management The physical and emotional resilience to support pupils, understanding that all behaviour is a form of communication Team-work skills to work collaboratively with colleagues, understanding roles and responsibilities and your own position within these		AF / I AF / I AF / I AF/I AF / I AF / I

	ICT skills to operate a computer and other basic technology such as photocopiers etc. To promote a positive ethos and good role model To continually improve own practice/knowledge through self-evaluation and learning from others		
Knowledge	Basic understanding of a child's development and learning. Understanding of equal opportunities and an awareness of potential barriers children may have around learning General understanding of national/foundation stage curriculum and other relevant learning programmes/strategies Understanding of how safeguarding and confidentiality are important when working with children and young people Understanding of the relevant policies/codes of practice/ and awareness of relevant legislation in the context of your role		AF / I AF / I AF / I AF / I AF / I
Work circumstances	To work flexibly as the workload and needs of the students demand To travel and work at other site within the New Bridge Group as may be required Occasional out of hours working to support school functions Full UK driving license		I I I AF / I

Abbreviations: AF = Application Form; I = Interview.

Any candidate with a disability who meets the essential criteria will be invited to interview

