**Job Title**

Beckmead Moundwood Academy Outreach Mentor (OM)

**Job Grade**

Band 4 mid (term time)

**Role and Main Responsibilities**

The overall aim of the Moundwood Outreach Programme is to increase the likelihood of the participating students to remain in mainstream education while decreasing their number/rate of suspensions/exclusions. The role of the outreach mentor will be pivotal in reaching this goal and will include the following the responsibilities:

* Take part in the targeted interventions and assist the team of colleagues creating positive opportunities for young people
* Improve and manage students’ behaviour, mental health and social emotional development
* Helping students learn and practise regulating their emotions
* Guide students understand the reasons and impact of their behaviour on themselves, others and situations
* Develop self-regulation and resilience skills to cope with adversities
* Helping students increase their engagement
* Assisting in pre-assessment and meeting processes for the programme
* Take part in weekly Individual Behavior Modification Plan monitoring
* To take part, develop and review the impact of interventions, projects and any other work undertaken
* Attend home visit when/if necessary
* Visit students in our Partner Secondary Schools and Academies
* Provide direct support for students, promoting consistent and agreed strategies at home and at school
* Develop and maintain positive relationships between educational staff and parents/carers while acting as a role model
* To manage, with the school concerned, the reintegration of students returning from their time on Outreach to mainstream education by providing effective mentoring, guidance and support to enable students to succeed
* To attend to administrative tasks as necessary, providing objective written and verbal reports as necessary
* To comply with and promote the policies and procedures of Moundwood Academy

with specific reference to inclusion, safeguarding, equal opportunities, health and safety, confidentially, anti-bullying, physical contact with pupils and confidentiality and by reporting concerns to the appropriate person.

* To take personal and professional responsibility for the identification of learning and development opportunities in discussion with line manager and attend training as required
* To contribute to the overall aims and ethos of Moundwood Academy on its journey to outstanding OFSTED status
* To undertake any other duties as may be reasonably required within the post to meet operational needs.

**Responsible to**

* Outreach Coordinator and SLT

**Person Specification**

**Qualifications, Skills and Experience**

* A sound knowledge of school systems and experience in working at an Alternative Provision or mainstream setting
* A proven track record demonstrating an excellent ability to relate to and work with young people to improve outcomes for them
* To have a proactive and flexible approach to demanding work
* To have the ability to relate to a wide range of stakeholders
* To have excellent project management skills, managing time effectively in the short, medium and long term
* To have excellent communication and interpersonal skills
* To have a good understanding of child and adolescent development
* To be enthusiastic about working with young people and have excellent presentation skills and the ability to create good working relationships with students and stakeholders
* The ability to work independently, use their initiative and respond to the demands of the role with expedience, diligence and care
* To demonstrate willingness and flexibility to attend work related meetings/activities as necessary
* To be mobile throughout West Essex and sometimes further afield, therefore a valid driving licence and use of a car is required
* To demonstrate the ability to communicate fluently in English in speaking and writing
* To have as a minimum GCSE or equivalent qualifications in English language and Mathematics
* To be able to use ICT effectively

**Desirable**

* Post GCSE level, child-related qualification and/or excellent evidence of sound experience in family support, education support or learning and development, for example as a Teaching assistant, Social worker, Police Support Officer etc
* To have a proven track record in developing and running effective interventions in a school based setting, tailored to the needs of individuals or groups of students who have barriers to achieving good attendance and/or learning behaviour at school
* To have knowledge and understanding of multi-agency working
* To have a good sense of humour and the ability to support other colleagues and receive support from colleagues when needed

**Safeguarding**

Beckmead Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment.

**Pre-Employment Checks appropriate to this Job Profile**

Beckmead Trust is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation.

The information below provides pre-employment screening guidance for candidates applying to this job at Beckmead Trust.

**Role Requirement**

Working with children / vulnerable adults in a specified place or post

**Pre-Employment Check Definition**

**Self-Declaration** (Spent and unspentconvictions)

A declaration of spent and unspent convictions must be completed by employees who work with vulnerable adults or children

**DBS Enhanced Level** (renewed every threeyears)

The DBS check will be sought by ECC before a start date is agreed

**ISA Registration – Regulated** (Currently subject toHome Office review)

ECC will administer the ISA Register check

**References**

**All posts defined as Regulated or Controlled as outlined in the ISA Regulations will require:**

• At least two employer references – one reference is required prior to interview and should ideally be from your current/most recent employer

• Reference history covering a minimum of five years employment

• A reference from the last employer where the post gave access to children or vulnerable adults

***Any gaps of 4 weeks or more will be explored by the manager at the interview stage. Where appropriate additional character references will be taken up***

**Medical**

All new recruits and employees whose role changes significantly are required to complete a medical health questionnaire

**Eligibility /Right to work in the UK**

Proof is required and original documentation will be sought i.e. passport or full birth certificate

**Regulatory qualifications and professional registration** (subject to role)

Original qualification certificates and proof of registration with a professional body are required (if applicable)