



Beckmead Moundwood Academy

PART OF THE BECKMEAD TRUST



Job Title

Beckmead Moundwood Academy Outreach Coordinator (OC)

Job Grade

Teacher Pay Scale (Fringe)

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 coordinator 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, confidentiality, 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.
- Lead and coordinate the work of mentors in line with the Moundwood Academy Outreach programme

Responsible to

- SLT

Person Specification

Qualifications, Skills and Experience

- Hold QTS
- Able to teach English and Maths up to KS4 supporting students' close the gaps in their learning
- Experience of behaviour modification approaches
- A sound knowledge of school systems and experience in working at an Alternative Provision or mainstream setting
- To have knowledge and understanding of multi-agency working
- A proven track record demonstrating an excellent ability to relate to and work with young people to improve outcomes for them
- 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 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 sound 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 all 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 a minimum BA degree or equivalent qualifications
- To be able to use ICT effectively
- To be fit and healthy to take part and lead physical and outdoor activities

Desirable

- Hold a graduate degree in child and adolescent development or mental health related field and/or excellent evidence of sound experience in family support, education support or learning and development, for example as a mentor, teaching assistant, social worker, police support officer etc

- 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.



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

Role Requirement

Leading and coordinating Beckmead Moundwood Academy Outreach Programme

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

Pre-Employment Check Definition

Self-Declaration (Spent and unspent convictions)

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

DBS Enhanced Level (renewed every three years)

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

ISA Registration – Regulated (Currently subject to Home 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



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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)