



ACORN
A Secondary Alternative Provision

Job Description Engagement Officer / Outreach Worker

Responsible to: Headteacher / Deputy Headteacher

Main purpose of the job:

Work with students on a one- to -one basis, providing high quality therapeutic support and intervention.

To represent Acorn as an Outreach worker, leading individual sessions with vulnerable students, following a prescribed scheme of work.

To act as an integral part of the school staff team, and as such to contribute to the overall aims of the school.

Main responsibilities and Duties:

- Represent Acorn in delivering high quality, measurable Outreach sessions. The intent of which being to restore student relationships with mainstream learning.
- Establish productive working relationships with pupils, acting as role model and setting high expectations.
- Monitor, evaluate, record and provide reports on pupils' responses and progress within agreed strategies.
- Promote the inclusion and acceptance of all pupils within the classroom whilst supporting pupils consistently, recognising and responding to individual needs.
- Building rapport with the students and initially completing the Pupil Profile or Pupil Passport to provide information for wider staff use.
- Creation of targets and plan of intervention to be completed to work towards targets.
- Assessment of impact.

- Intervention sessions completed on a 1:1 or paired basis focusing on areas including, but not limited to: chimp management, relationship building, social skills, empathy.
- Accurate, detailed and professional report creation including intervention work completed, observations and further support/strategies/work to be completed to be distributed to school staff.
- Creation of strategy tools (5-Point Scale etc.) and to liaise with staff of the usage of this.
- Being a key point of contact for students regarding pastoral issues. Ad Hoc sessions focused on “in the moment” concerns.

Key qualities:

- Flexible and quick thinking – able to think on feet to ensure sessions are accessible and focused on an area of need.
- Empathetic – someone who is inquisitive and questions *why* a behaviour have occurred.
- Good time management – they will be, for the most part, in control of their work load and how to allocate their hours in the day.
- Able to build rapport and trust with young people
- Knowledge or willingness to learn about the effect of trauma and attachment needs on emotional wellbeing.
- Hold a full UK driving license and have a vehicle available for work

Additional Responsibilities and duties

Develop and maintain working relationships with other professionals

- Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the School.

- Participate in staff meetings and contribute to the development of policies and procedures related to classroom management.

Contributing to the Management of student behaviour and security

- Encourage positive student behaviour and implement agreed behaviour management procedures in the classroom. Have a clear understanding of child protection issues and policies.
- Undertake breaktime and lunchtime supervision duties as required.

Review and develop own professional practice

- To participate in Performance Management cycle and undertake training and professional development as appropriate.

To promote the safeguarding of children

- Comply with the school's Equality, Safeguarding and Health and Safety Policies and complete enhanced disclosure forms.
- To undertake other duties appropriate to the post that may reasonably be required by the senior management team of the Acorn Free School
- To carry out the duties and responsibilities of the post, and relevant Health and Safety guidance and legislation
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed periodically to ensure it remains appropriate for the role.

The postholder must also undertake other duties within his/her competence or otherwise appropriate to the grading of the post as required.