

**1.1 Post Title:** Next Step Education Worker**Responsible to:** Bridges Team Leader/SLT**Grade:** 9, Pt 23-26**Hours:** 37 hours per week, Term time only plus 5 days**1.2 Accountabilities:**

- The nature of this job will require flexibility to meet urgent work needs as they arise. This will inevitably entail some work outside normal office hours. The job description therefore is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the Service and in keeping with the general profile of the post.
- A review of this job description will be carried out as part of the annual appraisal process.

**Job Purpose:**

- To follow Radcliffe Academy & Meadowbrook College procedures in safeguarding and child protection
- To provide casework management and education provision to vulnerable learners
- To key work a child or young person, linking with their family, other agencies and setting up their timetable
- To provide transition support for students moving onto further education or their next provision.

**1.3 Main Duties**

- To facilitate educational provision for a young person considering a wide curriculum and in a variety of locations within Oxfordshire.
- To plan and deliver appropriate provision for support in meeting the young person's needs.
- To maintain up-to-date student files and other records.
- To liaise and co-ordinate with parents/carers, schools, other workers, and other agencies.
- To attend team meetings and supervision sessions
- To perform such duties as reasonably requested by the Next Step executive strategy group.
- To promote Fundamental British Values.
- To liaise with the Bridges Team Leader/SLT or Subject Specialists to ensure appropriate education/intervention plans are in place for each pupil
- To report to the Next Step management group regularly on the progress of the young person/child.
- To work in schools, homes or in the community to deliver learning/interventions or support integration when needed
- To engage with and mentor young people who are challenging, disaffected and most at risk both socially and academically.

**Specific duties/responsibilities:**

- To be committed to safeguarding, child protection and promoting the welfare of children and young people.
- To support pupils emotional well-being and ensure all safeguarding procedures are in place
- To act as a key worker to identified students/schools and liaise regularly with both
- To act as a positive role model and encourage positive behaviour and thinking in all students
- To liaise regularly with the Bridges Team Leader/SLT
- To plan, prepare, monitor and feedback on the sessions that you deliver
- To contribute directly to planning and reporting processes of all the students you work with
- To carry out assessments as directed by the Bridges Team Leader or Subject Lead
- To plan and deliver individual education programmes/sessions or specific interventions
- To monitor and track pupil's learning outcomes (academic, personal and social development)

- To work proactively with the pupil's family, other agencies and schools to develop appropriate support and ensure regular and effective communication between all parties
- To provide direct support to pupil, families and or staff in school as directed by the agreed integration plan or proposal
- To attend all staff meeting/briefings, training sessions and other meetings as identified
- To undertake relevant training where and when necessary
- To undertake any other duties commensurate with the post
- To fulfil all health and safety responsibilities as identified in Meadowbrook H&S Policy
- To participate in the Meadowbrook College Performance Management Scheme for staff.
- To actively promote Meadowbrook restorative principles and practices

**Next Step Education Worker**  
**Person Specification**

	Essential	Desirable
<b>Experience</b>		
Experience of working with children and or young people in either youth work or school settings	✓	
Experience of working with disaffected challenging and vulnerable young people	✓	
Experience or understanding of work in a multi-racial diverse community and some knowledge of strategies to tackle issues of equality whilst promoting social justice	✓	
Experience of planning and delivering sessions in a small group or 1:1 basis	✓	
<b>Knowledge</b>		
Knowledge of computer functions and word processing	✓	
Knowledge of restorative approaches		✓
Understand the importance of positive role modelling	✓	
<b>Skills/Abilities</b>		
Ability to build positive relationships with young people, their parents and work closely with individuals and organisations	✓	
Ability to resolve problems fairly and without prejudice and recognise discrimination in its many forms	✓	
Ability to work as a team member with a structured, organised approach to work	✓	
Ability to employ strategies to improve a young person's self-esteem and self-worth through a co-ordinated programme	✓	
Ability to offer a specific skill that can further enhance the personal development of our students		✓
Committed to safeguarding, child protection and promoting the welfare of children and young people	✓	
Ability to use initiative in planning structured, varied and interesting sessions that will encourage pupils to enjoy and achieve	✓	
<b>Qualities</b>		
Maths and English GCSE or equivalent qualifications (Grade 4 or Functional skills L2)	✓	
Achievement of, or working towards a recognised teaching, youth work and/or NVQ Level 2 (or equivalent) coaching qualification		✓
Current Driving Licence and a willingness to use own car.	✓	