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| New River College **JOB DESCRIPTION** |

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| POSITION: Outreach Co-ordinator **GRADE:** L5 – L9 or equivalent  **RESPONSIBLE TO:** Designated member of College Leadership Team (CLT)  **RESPONSIBLE FOR:** Outreach teacher and outreach support mentors |
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**PURPOSE OF THE POST**

The purpose of the post is to provide leadership and co-ordination for an outreach service from the Alternative Provision (AP), working in partnership with senior management from the AP and other service leads. The post holder will manage an established team of teachers and mentors who support all Islington schools in relation to behaviour management around whole school objectives and where appropriate for individual pupils. The successful candidate will lead a team who will work in the AP and school settings. In partnership with Islington’s social inclusion service, the post holder will identify pupils who may need additional support before being referred to the borough’s Securing Education Board (which acts as the local authority’s fair access panel).

The postholder will support the senior management team in creating a lasting improvement in the quality of education provision for pupils in the AP and for those at risk of exclusion across Islington schools.

**REQUIREMENTS OF THE POST**

The postholder is required to carry out the duties of a teacher as set out in the Schoolteacher’s Pay and Conditions and such specific duties that form part of this job description, or if not a qualified teacher to carry out the functions prescribed by NRC management team.

Staff are responsible to the designated member of CLT for supporting the general good order and discipline of New River College, and the implementation of all policies. All staff are expected to have a clear understanding of the aims, objectives and ethos of New River College and an awareness of its role in the community. It is essential that the academic and pastoral frameworks of New River College be seen as inter-related.

The postholder is required to line manage an outreach service and to have hands-on work in schools supporting them to achieve the best outcomes for vulnerable pupils.

**MAIN DUTIES**

1. Line manage a team of outreach staff. To be responsible for their development and training, and to manage their performance to meet organisational aims and objectives

1. Contribute to the identification of needs from all Islington schools in relation to whole school behaviour development and the needs of individual pupils

1. Support schools and NRC and lead a team in developing strategies to bring about improvements in teaching, learning, behaviour and personal development

1. Prepare reports based on evaluations around the impact of the service

1. Lead in the planning and implementation of programmes of support for pupils with challenging behaviour and SEMH

1. Identify and manage caseloads of pupils with challenges around SEMH and behaviour

1. Contribute to the identification of school-based training needs and participate in the delivery of high quality training to schools and NRC

1. Represent NRC on various working groups including iTIPS, Islington SENCO’s Network and iMAHRS

1. Work in partnership with the designated NRC and school staff responsible for preparing pupils to transition to/from NRC, mainstream schools, SEN or Post 16 establishments

1. Support integrated approaches and lead on TACs where appropriate

1. Keep updated on national developments around behaviour including Ofsted frameworks

1. Lead team meetings for the outreach service

1. Attend New River College CLT meetings when appropriate

1. Assist AP staff and Team Around the School (TAS) officers with pupils where necessary

1. Keep updated around national developments in the curriculum

1. Maintain the team’s records of visits and support agreements with schools

1. Assist where appropriate in the reintegration of pupils returning to mainstream schools from APs and those moving from one mainstream school to another

1. Assist with supervision of pupils at break and lunchtime

1. Provide verbal or written feedback to school staff around the needs of identified pupils

1. Provide bespoke packages of support to schools

1. Take an active role in promoting good attendance of pupils

1. Contribute to the achievement of targets set in IEPs for designated pupils

## PERSONAL RESPONSIBILITIES

1. To carry out the duties and responsibilities of the post, in accordance with New River College’s Health and Safety Policy and relevant Health and Safety guidance and legislation
2. To promote and lead the safeguarding of children and be a nominated designated safeguarding lead

1. To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner
2. To participate in performance management, and undertake training and professional development as appropriate
3. To undertake other duties appropriate to the post that may reasonably be required from time to time

**PERFORMANCE STANDARDS**

1. To ensure that all services within the areas of responsibility are provided in accordance with New River College’s commitment to high quality service provision
2. At all times to carry out the responsibilities of the post with due regard to New River College’s Equal Opportunities policy

NOTE: This job description sets out the main duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Job descriptions will be reviewed annually by the management committee / governing body and may be changed after appropriate consultation.

Signed -------------------------------------- Date --------------------------------------------

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| New River College **PERSON SPECIFICATION** |

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| POSITION: Outreach Co-ordinatorGRADE: L5 – L9 or equivalent |
| CRITERIA |

**CRITERIA**

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| **REQUIREMENTS** |  | **ESSENTIAL (E) AND DESIRABLE (D) CRITERIA** |
| **EDUCATION AND EXPERIENCE** | E.1 | Qualified teacher status or other appropriate professional qualification, e.g. Educational Psychology |
| D.2 | Special Educational Needs qualification |
|  | D.3 | Middle management experience |
|  | D.4 | Experience of strategic planning |
|  | E.5 | Evidence of continuing professional development |
|  | E.6 | Evidence of contribution to raising standards of attainment for pupils with challenging behaviour |
|  | E.7 | Experience of developing systems to support good discipline |
|  | E.8 | Setting targets and monitoring procedures and evaluating outcomes |
|  | E.9 | Evidence of a successful project or intervention involving team leadership |
| **SKILLS, KNOWLEDGE**  **AND ABILITIES** | E.10 | Understanding of current methods and best practice in reviewing and evaluating the quality of learning and teaching |
| E.11 | Understanding of national developments in the area of social inclusion |
| E.12 | Thorough understanding of best practice in the management of challenging behaviour |
| E.13 | Ability to build effective working relationships with a range of partners and stakeholders |
|  | E.14 | Ability to motivate colleagues and pupils through a positive and professional attitude |
|  | E.15 | Strong interpersonal skills and an ability to communicate clearly both orally and in writing |
|  | E.16 | Ability to support and professionally motivate colleagues |
|  | E.17 | Ability to use key aspects of ICT |
|  | E.18 | Ability to establish systems for record keeping and for monitoring and evaluating the work of the team |
|  | E.19 | Ability to collect, analyse and use data to develop positive change |
|  | E.20 | Capacity to work under pressure and to meet deadlines |
|  | E.21 | Capacity to work flexibly and to adapt to the changing needs of New River College and the AP. |
|  | E.23 | Ability to prioritise competing demands |
|  | E.24 | Ability to work as part of a team |
|  | E.25 | A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service. |
|  | E.26 | A commitment to deliver services with the framework of New River College’s equal opportunities policy. |
|  | E.27 | Ability to form and maintain appropriate relationships and personal boundaries with children and young people |
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