



Wadham School – Job Description

AP Youth Worker



Contract: 1 year Fixed Term

Weeks per Year: 37 hours per week, Term Time Only + INSET days

Grade: 15 Pt 3 - 4 actual salary £21,233 - £21,566 per annum

Responsible to: Alternative Provision (AP) Manager

Main Purpose

This role is based in our alternative social and emotional provision, which will provide support for our most vulnerable and challenging young people. You will be led and managed by the AP Manager.

The AP Youth Worker will provide effective support of students within this provision, to:

- assist teaching staff in the development of learning strategies, with the provision of teaching and learning resources.
- prepare and maintain a safe, secure, and suitable learning environment.
- develop, maintain, and apply knowledge and understanding of students' general and specific learning, social and emotional needs.
- ensure that support is given to students at an appropriate level.
- be the trusted adult and advocate for the children in your care.

Main Duties and Responsibilities

Support is delivered in class, in small groups and individually through a range of tasks:

- Focus support in areas needing improvement, both academic, behavioural, and social.
- Work with and support students to ensure they can use ICT and other specialist equipment to enhance their learning.
- Motivate and encourage students to concentrate on and fulfil the tasks set.
- Undertake learning activities with students of varying abilities to ensure differentiation and access to the curriculum and extra-curricular activities.
- Seek to ensure the promotion and reinforcement of students' self-esteem, appropriate levels of effort and behaviour and to guide students to become independent learners.
- Contribute to the assessment of students' learning, regarding Literacy, Numeracy, Science, and ICT skills.
- Contribute to the implementation of the National and/or Foundation Curriculum and specific individual student targets.
- To ensure that students reach their full potential.
- Help young people with resources they lack such as food, clothing and even shelter.
- Help victims of abuse or torture.
- Lead interventions that will help students manage their emotions, learning etc.
- Plan and deliver intervention to small groups or individuals.
- Deliver learning programmes such as ASDAN, functional skills, forest school etc.
- To work at times in our SEMH SEND Unit- The Pathway. A SEND Unit that supports the educational needs of students experiencing Educational Based School Avoidance (EBSA)

Assist teaching staff in the development of learning strategies, with the provision of teaching and learning resources and in the preparation and maintenance of a safe, secure, and suitable learning environment:

- To upkeep data files and use IT systems for administration and educational purposes.
- Assist in the preparation, organisation and maintenance of classrooms and their equipment, including assistance with and creation of displays, make basic visual aids, art and craft materials, mount, and display students' work.
- Attend and contribute to school staff meetings and in-service training events, within contracted hours or outside normal hours by agreement.
- Attend and lead Team Around the Family and Child meetings

- To attend and contribute to Annual Review meetings
- To provide care and supervision of students within the classroom, within the school and outside of the school:
- Supervise students using cloakrooms, showers, and toilet facilities, when necessary. Supervise students in playgrounds and when entering and leaving using school transport when required outside the classroom.
- Assist in the supervision of Standard Assessment Tasks and tests / assessments as directed.
- Escort or transport students to and from school, as necessary.
- Develop an understanding of and provide for students' specific personal needs to ensure a safe learning environment. This may include providing some direct personal care, support, and assistance to the student in respect of toileting, eating, mobility and dispensing medication.
- Accompanying students on educational visits.
- To attend welfare visits with members of the pastoral team.

Additionally, under the overall direction of teaching staff the job may include some or all the following duties, depending on the needs of students:

- Undertake First Aid. (Training will be provided)
- Under the direction of Health Service professionals, undertake activities in support of occupational, physio and speech therapy.
- Under the direction of teaching staff /Alternative Provision Manager and, where appropriate, to assist in the development of Individual Learning Passports for students with special educational needs.
- To work with student groups, using a range of strategies to gain acceptance and inclusion of students with special educational needs.
- Monitor and support students engaged on work experience programmes or any outside alternative provision.

Other Duties

The AP Youth Worker is also required to conduct other supervisory roles including invigilation of examinations and educational visits and to provide support in other areas of the school when there are no cover requirements.

All Wadham staff may periodically be expected to conduct tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the school. The duties and responsibilities may vary from time to time.

AP Youth Worker Person Specification

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> • Good levels of competency in literacy and numeracy at Grade C or above, or an equivalent qualification 	<ul style="list-style-type: none"> • At least evidence of 5 GCSEs at A*-C grade including English and Maths or equivalent qualifications. • Experience of working in a learning environment such as a learning centre or school/college • Evidence of relevant further learning and /or qualifications
Competence summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Experience of communication in an appropriate, concise, and accurate manner orally and on paper. • Adaptable and flexible approach to working. • Awareness of necessity for appropriate boundaries. • Ability to work as a Team Member. • Ability to communicate effectively with a wide range of people, including young people. • Ability to use own initiative. • Appreciation of necessity for confidentiality and integrity • Good organisational and time management skills • Ability to establish and develop supportive relationships with young people. • Working knowledge of ICT, such as e-mail computerised diary/calendar/word. • , excel 	<ul style="list-style-type: none"> • Experience of working with students aged 11-18 • Experience of ICT • Awareness of the national curriculum KS3 and KS4 • Awareness of the SEND code of practice • Experience of working with young people with Social, Emotional and Mental Health Needs. • Willing to go the extra mile. • Conflict resolution skills
Work related personal requirements	<ul style="list-style-type: none"> • Committed to equality of opportunity. • Ability to work calmly and with patience under pressure. • Good people skills • Good sense of humour • Patience • Resilience 	<ul style="list-style-type: none"> • To be able to use a PACE approach. • Good sense of humour. • Previous experience of managing interventions or alternative provision. • Humility.
Other work requirements	<ul style="list-style-type: none"> • Able to identify own training and development needs and to address them 	<ul style="list-style-type: none"> • Full clean driving licence. • Basic safeguarding training and willingness to undergo further advanced safeguarding training.

Notes

This job description may be amended at any time in consultation with the postholder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.