

## **Job Description**

### **Alternative Provision Outreach Officer**

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| <b>Reporting to:</b>    | <b>Vice Principal</b>                                                                           |
| <b>Location:</b>        | <b>Hastings</b>                                                                                 |
| <b>Contract:</b>        | <b>Permanent</b>                                                                                |
| <b>Working Pattern:</b> | <b>Full Time, Term Time</b>                                                                     |
| <b>Salary:</b>          | <b>Ark Support Scale 6: Pay Points 22 – 26</b><br><b>£21,285 - £24,105 per annum (pro rata)</b> |

### **Qualifications**

- Must have GCSE English and Maths, or equivalent

### **The Role**

- To work with students, parents, school staff and outside agencies to ensure the attendance and progress of students in the Alternative Provision Programme.
- To address barriers to learning for a targeted group of individual students in order to enable them to achieve their full potential
- To accelerate student learning in the provision and in the mainstream curriculum.
- To create and signpost support for families and carers of students

### **Key Responsibilities**

All aspects of the day-to-day smooth running of the Alternative Provision Programme to include:

- Being a Key Worker for individual students and their families/carers.
- Supporting the Alternative Provision Manager and Pastoral Team in securing excellent attendance and improved self-management of the students.
- Engage parents/carers of students so that they have active involvement in the required improvements, whilst supporting them with parenting workshops.
- Implement and sustain regular parent and student meetings as part of the monitoring of the student's progress.
- maintain accurate recording of all communications with parents, agencies and any other parties.
- Ensure the consistent implementation of the Behaviour for Learning Policy
- Sustain high visibility and availability in and around the school in order to proactively identify and address any inappropriate behaviours
- Create and initiate new ideas when dealing with targeting individuals or groups
- Record, monitor and track students' behaviour and use this information to inform actions
- As required, working with individual children or groups inside or outside the classroom
- To work alongside the Safeguarding Team to implement safeguarding and the Academy Child Protection procedures
- Seek out local agencies and support networks to build effective partnerships with the school and the parents.

## Duties

- Carry out home visits to support families/children, and help to access other services, referring where appropriate
- Communicate regularly with families, academy staff and other agencies ensuring that follow-up work is done and all concerned are well informed
- Effectively manage the daily behaviour of vulnerable students in order to prevent exclusion and disaffection from mainstream provision within the Alternative Provision Programme
- Lead learning and group activities within the Alternative Provision Programme as required
- Lead key working with individual students within the Alternative Provision Programme
- Work in partnership with parents/carers to increase their confidence and resilience to encourage positive family relationships and promote children's development and the health and wellbeing of all family members
- Attend and contribute to Pastoral Support Plan Meetings and Team around the Child meetings as appropriate
- Support the transition and reintegration (where appropriate) for all students within the Alternative Provision Programme

## Other

- First Aid
- Work with the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead
- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
- Support other school duties, invigilation and enrichment.

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*