



### **Job Description: Behaviour Outreach Worker**

**Job title:** Behaviour Outreach Worker

**Location:** Howe Dell Primary School (outreach to all maintained schools in Hatfield and Welwyn)

**Reporting to:** Outreach Leader and Head teacher

**Pay scale:** H5 – H6 (Depending on skills set and experience)

**Working Pattern:** 32 hours per week, term time only

#### **Purpose of the Job**

To provide behaviour outreach support (including working with individuals and small groups of children) and advice to schools and professionals (as required) in the DSPL5 area.

#### **Main Duties**

This position will require the candidate to hold a current valid driver's licence and vehicle, as driving to mainstream schools in the Welwyn and Hatfield Area to support pupils will be a daily requirement.

The jobholder will be expected to carry out the duties listed below as required:

- Work with young people within their school setting implementing an agreed programme of support
- Within an agreed system of supervision, plan, deliver, review and evaluate programmes of support against the agreed objectives
- Hold and manage an outreach caseload and support young people in the context of their school, working with individuals, groups, parents and staff
- Contribute to the work of schools by developing a range of appropriate strategies in relation to the individual/young people at risk - developing in young people positive attitudes towards themselves, others and their learning - keeping formative and summative records of work carried out
- Pro-actively participate with outreach behaviour colleagues in developing strategies for implementation that meet the individual needs of young people
- Promote effective partnerships with parents and carers to support and improve pupils' attendance, personal development and achievement
- Work collaboratively with other adults and colleagues across a variety of settings
- Liaise with parents, carers, mainstream school staff and external agencies in order to promote the agreed objectives of each young person
- Organise and lead meetings (as appropriate) with parents, carers, mainstream school staff and external agencies
- Be part of professional meetings with the SENCO, Head Teacher and Senior Leaders, as well as parents
- Work alongside the Outreach Lead, Head teacher, Outreach Team, school staff and other professionals to support the reintegration of individuals returning from the in-reach provision to mainstream school
- Work in collaboration with other agencies
- Work cooperatively with team members and carry out duties as directed
- Carry out a range of administrative tasks
- Keep all relevant information up to date
- Participate in supervision sessions
- Any other duties as specified by the Head teacher

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

### **Job Context**

- The jobholder is one of a team of behaviour outreach assistants who support the learning and development of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils
- Works under overall direction of Outreach leader and Head teacher. Plans, prepares and delivers learning to individuals and groups, assesses records and reports on development, progress and attainment resolving all but the most complex problems independently
- Involved in planning, organising and developing bespoke plans for pupils (such as learning plans)

### **Knowledge, Skills & Abilities**

- Demonstrate specialist knowledge and skills that are appropriate to providing specialist support to pupils with additional needs
- Requires knowledge and procedures for supporting and leading learning activities in a specialist area (e.g., additional needs, curriculum area), including planning, preparing and delivering learning activities to individuals and groups
- Demonstrate specialist skills that may be appropriate
- May contribute to planning of activities for the session, day or week
- Developed skills for communicating with pupils, including those with additional learning needs, to support learning and development and teach acceptable behaviour strategies. Exchanges information with staff, parents/carers, and other agencies
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety
- Use evidence based strategies and interventions to support children with SEMH needs
- Have an understanding of the four areas of need as outlined in the SEN Code of Practice
- Have an understanding of the Graduated response and how the advice given by the Behaviour outreach service forms part of that process

### **Supervision**

- Works under the direction of the Outreach leader
- Makes decisions about own work supporting pupils; more complex decisions referred to outreach leader / Head teacher
- Independently plans, prepares and delivers learning, assesses records and reports on development, progress and attainment
- May demonstrate own duties to new or less experienced staff

### **Problems, Demands & Decisions**

- Working with individuals or small groups of pupils where work is regularly interrupted
- Regularly exposed to emotionally demanding behaviours and situations as a result of attending to pupils' personal needs and assisting with behaviour management, or through working with pupils with or extreme behavioural issues
- May have demands arising from ongoing involvement with pupils with special educational needs

### **Dimensions**

- Will be issued with a laptop and mobile phone
- Responsible for the careful and safe use of equipment
- Responsible for recording and maintaining confidential pupil records

### **Physical Effort**

- Combination of standing, sitting or walking
- Requirement for standing for long periods and/or working in awkward positions e.g., sitting on low chairs
- The job may involve lifting children, for example after falls or accidents
- Driving from allocated schools

**Working Environment**

- Work is normally carried out in the classroom or similar environment
- Some exposure to unpleasant conditions, including noise; outdoor working; verbal abuse
- The job may include clearing up blood or other bodily fluids of children after accident or sudden illness