



HBEP Outreach Support Worker

Hinckley and Bosworth Education Partnership (HBEP) is one of five Secondary Education Inclusion Partnerships (SEIPS) covering Leicestershire, who work closely with the area's schools to support the education of disaffected mainstream students.

The partnership is chaired by Matt Nicolle who is also the Head of Redmoor Academy. To achieve optimum progress for students, HBEP commission a personalised timetable which is a combination of external alternative provision and our own in-house offer of core subjects and interventions. More detail about HBEP can be found here www.hinckleyandboswortheducationpartnership.co.uk and the SEIPS can be found here: www.leicsseips.org

We are looking to appoint an Outreach Support Worker to join the staff team at HBEP, and this role will work across the range of provisions to provide mentoring and interventions to support our most vulnerable students. The role will include direct work with students in a 1:1 and small group basis, as well as supporting attendance and engagement with wider agencies, families and schools. It is an exciting time to join our team as we shape our provision to meet the needs of our partnership schools.

The successful applicant will have excellent interpersonal and behaviour management skills and will be able to build positive relationships quickly with students, many of whom may have complex needs.

If you wish to discuss this role further, please contact Karen Wicks (HBEP Co-ordinator) on 07920522903. Please note the role is not based at Redmoor Academy, it is based at our Earl Shilton and Hinckley hubs.

Salary: Grade 8 - £18,609-£20,393 (Actual salary)

Hours of work: 33 hours a week, 39 weeks term time plus one extra week to be worked during the school holidays (in agreement with your line manager) . Four days of 8.30am – 3.15pm and one day 8.30am - 4.00pm

Closing Date: Friday 22nd September 2023

Start date: As soon as possible

Interview day: TBC

Applications (found on Redmoor Academy website) and covering letter to be addressed to Mr Nicolle and email to ksmith@redmooracademy.org.

The closing date for applications is Friday 22nd September 2023

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Job Description

The post holder reports to the Inclusion Support Manager who is line managed by the Partnership Coordinator and the main contacts of the job are young people and their parents/carers, teachers and staff from a range of schools, partner services/organisations from within the Hinckley and Bosworth Partnership (ten schools).

Main purpose of the post

- To support the young people involved with HBEP with their attendance, engagement and personal, social and educational development. To provide mentoring and direct support to young people who struggle to attend provision.
- To support HBEP staff with the planning, implementation, direct delivery and evaluation of high quality education provision for young people excluded from/at risk of exclusion from mainstream school.
- To work in conjunction with the policies and procedures of HBEP and contribute to its objectives; and to have regard in all working practices to the development priorities of HBEP as articulated in the HBEP Development Plan.

Main duties and responsibilities

- To support the planning, implementation, delivery and evaluation of both structured and informal education sessions, that link into a programme of personal, social and educational development, for HBEP students.
- To be an advocate for young people involved with HBEP or their parents/carers, supporting and promoting their welfare, championing the needs and educational entitlement of those who are excluded or at risk of exclusion.
- To support other HBEP staff, parents/carers, schools and partner services/organisations to ensure that effective processes are in place for the implementation and support of appropriate placement plans, progress reviews and transition plans for all young people involved with HBEP.

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- To support the wellbeing and safeguarding of young people involved with HBEP.
- To ensure that the behaviour of students is managed effectively.
- To support the planning, implementation and delivery of provision outside of the core hours of education provision (e.g. school holidays).

Person Specification

- Awareness of issues affecting young people not attending mainstream school and their families, including barriers to learning and ways of supporting young people to overcome those barriers and achieve their full potential.
- Ability to support the planning, implementation, delivery and evaluation of both structured and informal education sessions with groups of young people, that link into a programme of personal and social development.
- Confidence in modelling the behaviours HBEP students need to develop.
- Ability to provide information, advice and guidance to young people.
- Ability to liaise and communicate effectively; and work collaboratively with HBEP staff as well as other professionals from a range of agencies, young people and parents.
- Ability to support teachers in delivering formal, structured programmes of work and continue this work in their absence if necessary.
- Ability to advise and support young people in their pastoral, social and welfare matters and in dealing with discrimination and equalities.
- Ability to support young people working towards Entry Level, Level 1 and Level 2 qualifications.
- Ability to intervene in difficult situations and challenge young people in an appropriate manner, promoting positive attitudes and behaviours.
- Willingness to work the core hours of education provision (9.30 am to 2.45pm) in order to fulfil the statutory requirement of 25 hours education;

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and as directed by HBEP Leadership Team, to work outside the core hours of education, within the school holidays.

- Knowledge of procedures relating to the safeguarding of young people and the willingness to undertake relevant training when required and accept responsibility for the discharge of duties on all staff effectively to safeguard young people.
- Ability to support the development of youth provision outside the core hours of education.
- Ability to support the Partnership Co-ordinator in organising and supporting educational visits, sporting activities and other off-site activities. This includes ensuring the necessary documentation is completed.
- A commitment to your own professional development and the willingness to undertake training when required.
- Ability to work flexibly to support HBEP, its staff and users.

Personal Style and Behaviours

- Flexibility to work at a variety of locations if required at the discretion of the Chair of HBEP.
- Tact and diplomacy in all interpersonal relationships with young people, colleagues, partners and the public.
- An inclusive team player who fosters partnerships and collaborative working.
- Discretion in dealing with confidential and sensitive issues
- Personal commitment to continuous professional development, undertaking all relevant training.
- Personal commitment to excellence in service delivery.
- Flexibility to adapt to changing workload demands and new organisational challenges.
- To display a positive approach to achieving practical solutions to equality and diversity.

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- Willingness to work outside of core hours of education when required, including evenings, weekends, school holidays and residentially.
- Willingness to comply with all HBEP policies and procedures.
- Willingness to consent to and apply for an enhanced disclosure check.
- Willingness to use own car to transport pupils when required and to ensure that Driving Policy is adhered to

Application Procedure

Applications should comprise of:

- A completed Redmoor Academy application form.
- A letter to Mr Nicolle, indicating the reasons for applying for this post and how your training and experience is relevant.

Should you be invited for interview and have any particular requirements, please make these clear in your application.

Submitting Applications

Applications may be submitted by email to ksmith@redmooracademy.org

or by post or in person for the attention of:

Miss K Smith, Redmoor Academy, Wykin Road, Hinckley,
Leicestershire LE10 0EP.

Royal Mail – Postal Pricing System. Please ensure that postal applications carry the correct postage according to weight and measurement of the item, as items with insufficient postage will be held and delayed by the Royal Mail. Details of their pricing systems are available on www.royalmail.com or from a Post Office Branch.

Acknowledgement of Applications

Please note that we are unable to acknowledge postal applications. If you would like an acknowledgement please enclose a stamped addressed card or envelope, and place it at the front of your application. If you email your application you will receive an automated acknowledgement. **Shortlisting and Interviews**



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Shortlisting and interview arrangements are the responsibility of the recruiting department. Please contact Miss K Smith, email: ksmith@redmooracademy.org if you have a query after the closing date.

Outcome of Applications

Vacancies often attract a large number of candidates and it is not always possible to respond individually to every application.