

Job Description & Person Specification

Job Description for:	Outreach Adviser Secondment to East Sussex Academy Outreach Service (AG1/AG2/AG3)
Salary:	According to existing terms and conditions of home school
Responsible to:	Head of Service, LSEAT Outreach

MAIN PURPOSE OF THE JOB:

1. To achieve the highest possible standards and outcomes for the children and young people who are referred to the East Sussex Academy Outreach Service.
2. To support schools to develop cohesive, targeted and personalised early intervention for children and young people at risk of exclusion from mainstream schools.
3. To work collaboratively with learners, families and professionals to ensure that children and young people's needs are met within an inclusive environment.

KEY RESPONSIBILITIES OF THE JOB HOLDER:

To support early intervention and improved outcomes for pupils with a wide range of social, emotional and educational needs who have been referred to the East Sussex Academy Outreach Service and are in attendance at mainstream Primary and Secondary schools in East Sussex.

To contribute to the development of a whole East Sussex Academy approach to overcome obstacles to learning and improve vulnerable students access to education.

Main Professional Duties

- To work in partnership to promote effective inclusion through advice, training, coaching and demonstration of strategies and approaches.
- To support appropriate planning for activities and interventions at Tier 1, having regard to the curriculum and promoting the development of the abilities and aptitudes of the pupils referred to the East Sussex Academy Outreach Service.
- To advise, co-operate with and support Senior Leaders, SENCOs, teachers and support staff on the preparation and development of strategies, assessment pathways and methods of teaching for pupils that are referred to the service.
- To be aware of and support the different social, emotional and educational needs of pupils and ensure that all supported to have equal access to opportunities to learn and develop.
- To appreciate, respect and support the role of all staff within the East Sussex Academy and the referring schools.
- To participate in and contribute to the delivery of training relevant to the needs of the post.
- To produce and maintain records and reports on needs of pupils, including communicating and consulting with parents, communicating with other agencies, participating in meetings related to the above.

- To provide and contribute to oral and written assessments, reports and references related to pupils.
- To regularly review and update own subject knowledge, participating in further training and professional development, participating in induction arrangements.
- To maintain good order and discipline and have due regard for the health and safety regulations of schools.
- To work in co-operation with colleagues and team members and support professionals and peripatetic staff.
- To attend relevant training courses and share knowledge gained with members of staff teams as appropriate.
- To be aware of and comply with school policies and procedures, in particular those relating to Health and Safety, Behaviour Management, Child Protection and Safeguarding.
- To work in partnership with a range of agencies and providers as appropriate to ensure the highest possible outcomes for learners that have been referred.
- To promote an understanding of cultural diversity.
- Be physically fit and prepared to undertake positive handling training if required.

General

1. To promote the safeguarding of children
2. To carry out the duties and responsibilities of the post in accordance with ESA policies and relevant to health and safety guidance and legislation
3. To use IT systems as required to carry out duties of the post in the most effective manner
4. To participate in performance management and undertake training and professional development as appropriate
5. To undertake other duties appropriate to the post that may reasonably be required.
6. To ensure that all services within the areas of responsibility are provided in accordance with the ESA commitment to high quality provision
7. At all times carry out the responsibilities of the post with regard to the ESA Equal opportunity policies
8. Attend school-based meetings and complete relevant administrative tasks.
9. Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the ESA

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the academy change over time.

PERSON SPECIFICATION: SEMH Outreach Advisor

Qualifications:	Essential	Desirable
Qualified teacher status		X
A Special Educational Needs qualification or relevant experience in AP, specialist education or in the area of challenging behaviour.	X	

Knowledge and Experience:	Essential	Desirable
At least 3 years successful middle or senior leadership experience in primary/secondary schools, including evidence of involvement in improving outcomes for challenging learners		X
Experience of working with a range of outside agencies and within multi-agency processes	X	
Experience of developing and delivering programmes related to subject areas designated in JD		X
Evidence of continuing professional development	X	
Evidence of knowledge and understanding of effective record keeping, and its use to promote the educational and personal development of all children	X	
Knowledge of the National Curriculum,	X	
Awareness and understanding of SEND Code of Practice and current National AP/SEND initiatives	X	
Evidence of clear view about future developments of area of responsibility and an ability to manage change	X	
Experience of dealing with Safeguarding at a senior level, as DSL or DDSL	X	
Experience of working with an support students with a range of SEND, particularly those with SEMH	X	

Skills and Competencies:	Essential	Desirable
A comprehensive and theoretical understanding of behaviour management strategies and proven high standards of behaviour management, teaching and organisation skills	X	

An understanding of national developments in the area of Inclusion, SEND and AP		X
Ability to build excellent working relationships with a range of partners and stakeholders.	X	
Ability to motivate colleagues and learners through a positive and professional attitude	X	
Strong interpersonal skills and an ability to communicate clearly both orally and in writing	X	
Ability to use key aspects of ICT to present data	X	
Ability to prioritise competing demands	X	
Ability to work as part of a team	X	
Ability to deliver services to customers ESA's standard for customer care	X	
Ability to prioritise competing demands and manage own workload without supervision	X	

Other Qualities:	Essential	Desirable
Demonstrable commitment to inclusive education	X	
Capacity to work under pressure and to meet deadlines	X	
Capacity to work flexibility and to adapt to the changing needs of the flexibly and the ESA	X	
Excellent attendance and punctuality	X	
A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.	X	
A commitment to deliver services with the framework the ESA's equal opportunities policy.	X	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X	
A commitment to continuous professional development at both personal and team levels	X	
An understanding of, and commitment to, the ESA's Equality and Diversity policies	X	

An understanding of, and commitment to, the ESA's Health and Safety Policies	X	
ESA is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	X	