



# JOB DESCRIPTION

**School/College:**

**Job Title:** SEN Youth Worker

**Grade:** 8

**Post Number:**

**Responsible To:** Headteacher/Principal

**Responsible For:** Alternative Provision and Student Transition

**Key Relationships/  
Liaison with:**

**Job Purpose:** To provide in and outside of the classroom support to particular students across a variety of subject and activities by:-

- a) Working with an individual student.
- b) Working with students in a small group situation (both inside and out of the classroom).
- c) Working with other members of the group whilst the student you normally support works independently or with the Teacher.

## **MAIN DUTIES AND RESPONSIBILITIES:**

1. To facilitate the personal, social and educational development of a small group of students by encouraging and negotiating their active involvement in the educational opportunities on offer, both on and off site (e.g. at work experience placement, during outdoor pursuits or educational visits).
2. To support teaching staff and to liaise with them about learning/curriculum issues for this student/group of students.
3. To help students with their programme of study, to support their acquisition of basic skills and to encourage them to positively engage with their curriculum.
4. To keep an up to date record of student progress and a behaviour log, as appropriate.
5. To develop a 1:1 mentoring relationship with students needing particular support where necessary aimed at achieving the goals defined in the action plan or EHCP.
6. To liaise with the teacher and maintain regular contact with families/carers of particular students to keep them informed of the students' needs and progress, and to secure positive family support and involvement.
7. To care for the physical and emotional well being of students and to

provide daily pastoral support (e.g. attendance, punctuality, behaviour) and information for the designated teacher/Assistant Head.

8. To promote positive behaviour and relationships, using effective strategies in accordance with school policy.
9. To attend regular supervision sessions with Headteacher/Assistant Head Teacher.
- 10 To attend staff meetings relevant to this post (e.g. tutor meetings, full staff meetings, pastoral meetings).
- 11 To attend in-service training sessions.
- 12 Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

#### **SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply :**

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**



# PERSON SPECIFICATION

**School/College:**

**Job Title:** SEN Youth Worker

**Grade:** 8

**Post Number:**

	Essential	Desirable	How assessed
<b><u>Qualifications</u></b>			
Youth Work qualification. General good education.	✓		App/Doc
A recognised first-aid certificate.	✓	✓	
<b><u>Experience</u></b>			
Experience of working with young people with special needs.	✓		App/Ref
<b><u>Knowledge</u></b>			
An awareness of Health & Safety procedures and implications.		✓	App/Int
<b><u>Skills/Attributes</u></b>			
To communicate and develop positive relationships with young people, whilst having an awareness of issues affecting and implicating upon their lives both in the school setting and outside.	✓		App/Int
To support students' progress towards meeting educational targets.	✓		
To work as part of a team and as a support worker across the curriculum.	✓		
To encourage young people's participation in educational opportunities (both on and off site) and	✓		

	Essential	Desirable	How assessed
to be able to defuse potentially difficult situations.			
A commitment and keen interest in working with young people with special needs.	✓		App/Int
A willingness to carry responsibility and to work using own initiative.	✓		
Ability to maintain and complete programmes/activities.	✓		
Sociable, outgoing and have the ability to take lead, whilst empathising with young people's needs.	✓		
To be flexible in approach.	✓		
To hold a full UK Driving Licence and be confident transporting students in a car.	✓		
Evidence of ability to inspire and motivate both pupils/students and colleagues.	✓		
An empathy towards pupil/student well-being.	✓		
Sympathetic attitude to all when under pressure.	✓		
Has a firm commitment to pupil/student centred approaches for effective learning.	✓		
Ability to work effectively with teachers across the curriculum in planning and implementing Individual Educational Plans.	✓		
Ability to react to problems and situations, making rapid decisions and taking the initiative.	✓		
<b><u>General Circumstances</u></b>			
Attendance - evidence of regular attendance at work	✓		App/Ref/ Med
An understanding of, and commitment	✓		App/Int

	Essential	Desirable	How assessed
to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations			
<b><u>Factors not already covered</u></b> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)