



Outreach Learning Practitioner

Reporting To:	Inclusive Learning and Development Lead
Working Hours:	Full Time
Salary:	17-22 (£22,533-£26,342)
Annual Leave:	26 days

Job Purpose

This postholder will support students with various needs and severity both onsite and when required off site. They will be required to have knowledge and skills to work with young people with social emotional and mental health and Specific Learning Difficulties. As an Outreach Learning Mentor, you will deliver core skills to young people on a 1-1 basis and in small groups. The purpose is to support young people back into education through various activities, by reducing barriers to learning in order that they can enjoy learning.

Duties and Responsibilities of the Job

a. Support and deliver transition programmes for young people to encourage lifelong learning
b. Working 1-1 with young people and their families to support transition and learning.
c. Attend Annual Reviews for students when required as directed by the Inclusive Learning and Development Lead (EHCP Focus).
d. Be a positive role model and establishing positive relationships with young people and helping them develop social skills.
e. Work with the wider Inclusive and Development team to support prospective students.
f. To create and evaluate learner projects about land-based topics and work collaboratively with curriculum staff.
g. Complete recording and assessment of student progress.

Other responsibilities and duties

a. Comply with the College's Equality & Diversity and Safeguarding policies.
b. Evaluate, reflect on and develop own practice, be responsible for own continuous professional development and maintaining accurate records of CPD.
c. Adhere to the College Health and Safety Policy, ensuring that appropriate safety standards are maintained during practical activities.
d. Undertake such other duties commensurate with the grade of the post as may reasonably be required by the College Management Team.

Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our student-focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

1. enthusiastic about learning
2. responsive to student, customer and community needs
3. aspiring to the highest standards
4. professional and enterprising
5. innovative and creative, and
6. friendly and welcoming

Essential criteria for the post
a. Sound knowledge of the SEND legislation including Code of practice and the Children and Families Act (2014) and EHCP processes.
b. Good interpersonal skills with the ability to develop and maintain positive working relationships with people and build a good rapport with young people in order to support them effectively with their learning.
c. Experience with working with students with additional needs especially social, emotional and mental health.
d. Experience of liaising with multi-agency partners.
e. Knowledge of transition process and person-centred techniques to support transition.
f. Ability to negotiate progression opportunities for students.
g. Effective administrative and organisational skills with the ability to work to deadlines.
h. Commitment to emotional and social development of students.
i. Ability to effectively work alone, with minimal supervision, or as part of team.
j. A strong commitment to the college approach to safeguarding.
k. Full driving Licence and willing to drive minibus on trips out.

Desirable criteria
a) Experience of producing a range of professional reports with the ability to work to deadlines.
b) Minimum Level 2 in literacy and numeracy.
c) A teaching qualification equivalent to DTLLS/Cert Ed/PGCE QTS/QTLS status.

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 08.30 to 17.00 Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support departmental activities, and whole college recruitment and promotional events.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year.

Continuous Professional Development (CPD)

This post will be entitled to CPD for skills updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.