

JOB DESCRIPTION



Job Title: Engage Instructor (Behaviour Mentor)

Responsible to: Head of Engage

Area of work: This post involves working offsite with pupils, supporting them in alternative provision and delivering vocational and academic courses, A car and business insurance is required (Can be discussed at interview).

Job Type: Outreach Tutor / Behaviour Mentor

Hours: 8.30am – 4.30pm Monday to Thursday
8.30am – 4.00pm Friday.
Term Time only plus 5 training days.

Base: The Grange Therapeutic School, Knossington, Leicestershire, LE15 8LY

Liaises with:

- Colleagues within the education team and throughout The Grange.
- Families and carers of pupils at the School.
- External agencies who support children and young people at the School.

Conditions of Service:

This post is subject to terms and conditions of the employment of Acorn Education and Care.

The nature of this role dictates that the post holder will be subject to an enhanced DBS check. Please note that holding a positive disclosure may not automatically bar you from working with the organisation, however, a full risk assessment will be completed prior to making a recruitment decision.

Job Summary:

The Grange is a specialist independent school which provides education, residential care and therapy for young people aged 8-18 with Education Health and Care Plans (EHCPs) for Social Emotional and Mental Health (SEMH) needs, ASD or related conditions.

Our comprehensive programme of tailored interventions is a fundamental element of the support which we provide.

You will need to have (or demonstrate willingness to develop):

- experience of working with children and young people
- an understanding of SEN
- ability to quickly build relationships with challenging pupils
- be able to work on your own initiative
- awareness of mental health needs of children and young people

This is a challenging role and you must be able to cope with stressful interpersonal situations whilst maintaining a high degree of professionalism.

**Duties and
Responsibilities:**

- To provide instruction for pupils on the Engage programme in English and Maths to level 2 under the supervision of the Head of Engage To Engage pupils in an alternative education programme according to individual assessments and needs
- To encourage pupils in personal development, achievement and integration into The Grange Therapeutic School
- To represent The Grange Therapeutic School and work as part of a multi-agency team along with parents and carers
- To support pupils at college and other provisions
- To support out of classroom activities as part of a broad and varied curriculum
- Adhere to the Engage Home Visit Policy and ensure Child Protection and Safeguarding is of paramount importance
- To use own transport to travel to provision that maybe geographically spread across several counties
- To provide support and coaching for students attending offsite provisions
- Follow procedures for accident, illness, absconding and absence for pupils and to adhere to all school policies
- Support families and carers in maintaining an agreed Engage provision
- Prepare and deliver materials suitable for the individual needs of Engage pupils
- Work in conjunction with education provision at The Grange
- Update contact information, pen portraits, risk assessments and timetables for each pupil
- Maintain Individual Education Plans and targets for pupils being instructed and report on their progress in accordance with The Grange policy and procedures
- Support all agencies in coordinating an agreed individual Engage programme
- Record attendance on the Grange ISAM's system
- Maintain Personal Pupil Records and Achievements for each pupil that is supported
- Contribute to any meetings that are called for the education and welfare of Engage pupils
- Attend Engage department meetings and whole school staff meetings
- Ensure accurate records are kept for travel, personal expenses and rewards related to Engage

Teaching, Training and Supervision: • Undertake regular line management from the Head of Engagement
• Receive regular CPD
Attend external CPD and qualification courses pertaining to the role

ICT responsibilities: Use IT and computers in day to day work in order to facilitate more effective communication and presentation of information. This includes word processing, e-mail, electronic record keeping and information sharing, multimedia presentation and teaching, and specialist IT programmes.

General: To effectively and consistently manage the behaviour of pupils in line with the policies and ethos of The Grange.

To contribute to the development and maintenance of the highest professional standards of practice, through active participation in internal and external CPD, training and development programmes, in consultation with the middle and senior leaders.

Maintain the highest standards of record keeping including electronic data entry and recording, report writing and the responsible exercise of professional self-governance in accordance with professional codes of practices and School policies and procedures.

Safeguarding

Safeguarding is everybody's business. The welfare and safeguarding of children and young people should be of paramount consideration, whatever your role or level of responsibility is within the organisation. All employees, are required to ensure compliance with the company's guidance and policy on safeguarding and are required to attend safeguarding training appropriate to their level of responsibility.

Risk management / Health and Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures as laid down by The Grange. All staff have a responsibility to access support services in times of need.

Confidentiality

You will be required to maintain confidentiality of information, access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of their duties.



To be noted:

This is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.

This job description will be reviewed regularly in the list of changing service requirements and any such changes will be discussed with the post holder.

The post holder is expected to comply with all relevant school policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety, GDPR and Confidentiality of Information.

PERSON SPECIFICATION: Engage Instructor

Training & Qualifications	ESSENTIAL		HOW TESTED
	DESIRABLE		
Training & Qualifications	Acceptable level of Maths and English	Further qualifications such as BTEC City and Guilds, PGCE Degree	Show certificates of qualifications at interview
Experience	Experience of working with young people who find education challenging.	Experience of working with young people with challenging behaviour. Experience planning, implementing and evaluating literacy interventions	Application form. Assessed at interview and references.

Knowledge & Skills	Ability to drive and possession of own vehicle for work purposes Confidence in delivering vocational and academic learning on a one to one basis	Presentation skills Knowledge of intervention and tracking packages	Application form. Interview and references.
Other	An ability to interact effectively with challenging families Ability to work independently, reliably and consistently with work agreed and managed at regular intervals. Willingness to lone work with pupils, off site if necessary Ability to accept and use supervision appropriately and effectively. Ability to build relationships quickly with challenging or reluctant young people Ability to instil learning resilience and confidence in pupils Good personal organisational skills.	Experience of working within an education system.	Application form, interview and document check.