

JOB DESCRIPTION

Job Title:	Young Persons Support Worker
Hours:	Full or part time, term time only
Contract:	Permanent
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	Headteacher/Head of School
Liaison with:	Teaching and support staff, parents/carers, students, advocates, internal and external stakeholders

Purpose of job

- To support students aged 11 to 18 with their personal, social, and emotional development.
- To work within the school community to build trusted relationships to help students overcome challenges, stay engaged in learning, and develop confidence and life skills.
- To provide one-to-one support, run group activities, and offer early intervention for those at risk of disengagement, promoting wellbeing and positive behaviour throughout the school environment.

Responsibilities

- To accurately assess the needs of young people to inform planning and delivery of programmes related to areas such as health, fitness, smoking/vaping, drugs, gangs, violence and other areas of concern for young people.
- To develop appropriate, professional relationships with young people based on respect and trust, ensuring they have a safe place to develop their identity and place in society.
- To establish boundaries and challenge inappropriate behaviour in line with relevant school policies.
- To mentor, coach and support students, encouraging greater social inclusion.
- To work in partnership with families and other key people in the young person's life, as well as with professionals from other organisations involved with young people such as social care, health, police, education, youth offending teams and local authorities, in order to build a strong support network.
- To attend and contribute to multi-agency meetings, bringing together practitioners from different sectors as part of a 'team around the family' (TAF) approach.
- To participate in regular training and development opportunities to maintain an up-to-date knowledge of safeguarding.
- To undertake administrative tasks, including maintaining accurate, effective recording systems.
- To work with parents/carers and community groups to win support for improved provision and act as an advocate for young people's interests.
- To identify and pursue sources of funding for projects to improve services and/or resources for young people.

Safeguarding

- Understand your responsibilities in relation to safeguarding and child protection and how to raise any concerns.
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Ensure attendance at safeguarding training.
- Embed a safeguarding culture within the school, ensuring safeguarding procedures and protocols are followed at all times.

Data Protection

- Handle personal data in line with the Data Protection policy and inform your school/service of any personal data changes (e.g. address updates).
- Contact the Data Protection Officer (DPO) for guidance on lawful data use, exemptions, consent, privacy notices, data rights, overseas transfers, or potential breaches.
- Consult the DPO before starting any activity or contract that may impact privacy rights or involve third-party data sharing, which may require a Data Protection Impact Assessment (DPIA).
- All staff must know the GDPR contact for their school/service and report any GDPR concerns or data breaches directly to them or the DPO.

Conditions of employment

- Create and maintain positive and supportive relationships with staff, parents/carers, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the school and the trust.
- To set an example of personal integrity and professionalism as outlined in the staff code of conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the school/trust..
- Observance of equal opportunities, confidentiality, health and safety policies and acceptable use policies.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the disciplinary policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order
<https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

PERSON SPECIFICATION: Young Persons Support Worker

Method of Assessment: A.F. = Application Form; I = Interview;

CRITERIA		Essential/ Desirable	M.O.A.
EDUCATION/ QUALIFICATION	<ul style="list-style-type: none"> Youth Worker or Learning Mentor qualification or equivalent experience is essential. 	E	AF/certificates
EXPERIENCE (Relevant work and other experience)	<ul style="list-style-type: none"> Experience of working with vulnerable students/young people Experience of delivering programmes on topics that puts young people at risk Knowledge of current educational issues 	<p>E</p> <p>E</p> <p>D</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	<ul style="list-style-type: none"> A strong commitment to young people and an understanding of the factors affecting their lives The ability to provide reliable support to young people and act with integrity Excellent interpersonal skills, with the ability to establish and maintain good relationships with young people and their families Patience, tolerance and flexibility The ability to treat young people's concerns with respect, tact and sensitivity The ability to identify and report safeguarding concerns promptly and in adherence with the safeguarding policy 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
TRAINING	<ul style="list-style-type: none"> Willingness to participate in further training and development opportunities offered by the school/partnership 	E	AF/I
OTHER	<ul style="list-style-type: none"> Ability to demonstrate commitment to equal opportunities 	E	AF/I
CONTRA INDICATION	Positive disclosure relating to young people or vulnerable adults		