

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT **Children's Services**

POSTHOLDER:

SECTION: Inclusion, Learning and Achievement

GRADE: SO2

POST DESIGNATION: STEPS Senior Outreach Worker

Purpose of Job:

- I. To increase capacity for early, proactive, evidence-based support for children and young people with learning needs in mainstream schools, delivered primarily through group and cohort-based interventions as part of the Experts at Hand model, working alongside the Experts at Hand Navigator and multi-disciplinary team to ensure schools can identify and respond to need in a timely way.
- II. To provide high-quality support to staff in relation to the raising of educational achievement developing the learning of pupils with learning needs through the provision of specialist knowledge and skills via group-based programmes within your Experts at Hand cluster.
- III. To support the development of resources, expertise and training available to meet the needs of pupils with learning needs and act as a central resource within your Experts at Hand cluster.
- IV. To be a part of the team delivering training and support for staff and parents alongside other Experts at Hand specialists within your cluster.
- V. To provide supervision and mentoring to STEPS Outreach Worker(s), supporting their professional development.

Main Duties:

1. To deliver group-based or cohort-level interventions, including jointly with other specialists in the cluster, in line with Experts at Hand delivery principles.
2. To work with the Experts at Hand Navigator and multi-disciplinary team to review incoming school support requests and determine the most appropriate response.

3. To conduct regular visits to schools within an assigned cluster, building understanding of each school's context and challenges, and identifying emerging need early.
4. To attend regular meetings as part of the Experts at Hand pilot, sharing learning and iterating the offer.
5. To support staff, such as teaching assistants, teachers and Special Educational Needs Coordinators (SENCOs) in the implementation of group-based information recommended by Experts at Hand specialists within your cluster, promoting strategies to support pupils' learning needs, including those associated with dyslexia, and independence.
6. To monitor, evaluate and report on the impact of group-based programmes within your cluster, using observations and progress data to inform ongoing delivery and support schools' understanding of pupils' needs.
7. To lead in the sourcing and development of new inclusive teaching resources for the service and develop resource packs for schools in your cluster.
8. To organise, plan and lead parent support groups for families of pupils with learning needs.
9. To build the capacity of mainstream schools to support pupils with learning needs by designing and delivering training, modelling effective strategies and practice for education staff, including small-group training on specific interventions.
10. To plan input to support cohort-level transitions across key stages within your Experts at Hand cluster.
11. To create resource packs to support curriculum learning and transition across key stages and for parents to use within the home setting giving the opportunity to mirror the strategies set in place at school.
12. To contribute to multi-disciplinary planning and review meetings, including safeguarding meetings where these directly concern children referred through Experts at Hand within your cluster.
13. To contribute to the effective communication with parents/carers about their children in a supportive manner to facilitate their involvement.
14. To undertake such other duties as are required and are commensurate with the level of responsibility of the post-holder.
15. To promote Greenwich Council's policies on anti-racist practice, social inclusion and equality of opportunity in a manner compatible with the duties of the post ensuring pupils interests, language and cultural backgrounds are considered.
16. To be aware of the council's obligations under relevant Data Protection legislation and the right of individuals about personal data held. To identify any misuse of personal information.
17. To be aware of the Council's Child Protection Procedures and to take all necessary steps to ensure the safety and well-being of children. To attend and contribute to child

protection conferences and core groups when needed and contribute to decision making as appropriate.

18. In discharging the duties of the post to have due regard to the provisions of Health and Safety at work.

Designation of the Post to which the Post-Holder normally reports to:

STEPS Complex Needs Team Leader