
JOB DESCRIPTION & PERSON SPECIFICATION

Post Title:	Advocate for Fen Rivers
Location:	Kings Lynn, Norfolk
Department:	Fen Rivers Advocacy Team
Contract:	Contract: 37 hours per week: Monday – Friday term time only 39 weeks per year
Responsible to:	Senior Leadership Team
Responsible for:	Fen Rivers Team, Pupils and Parents

Purpose of the Job:

- To manage, support and develop a group of marginalized young people and their families by building trusting relationships through the use of individual sessions, group work, family visits and other interventions.
- To oversee a holistic person-centred approach to a young person's journey from entry to exit, bridging the gap between their academic, behavioural and therapeutic needs.
- To develop individual education/learning plans that brings together internal, external and multi-agency professionals in order to support development, attainment and progression.
- To embed safeguarding and inclusion principles at the heart of all practice.

Main Responsibilities

Key accountabilities

- Work with the Senior Leadership Team to develop a case load and support students to engage within the school environment by providing initial interview/assessment of learners' educational, emotional and behavioural needs and tailor advocacy and support programs around these.
- To work with colleagues to design, implement and review individual development plans for each young person in caseload according to identified needs at assessment. Specific consideration should be given to establishing critical baseline data regarding attendance, attainment and predicted grades followed by the use of agreed performance monitoring methodology relating to soft and hard outcomes.
- To work closely with teaching staff to ensure continuity of delivery and concretization of learning lessons whether they be educational or social.
- To organise and deliver 1:1 and small group targeted support, advice, guidance, practical help and mentoring for learners as appropriate to their needs and context.
- To ensure all young people in caseload are risk assessed regularly to identify issues and concerns relating to vulnerability and risk of harm to self or others.
- To work with Curriculum and Learning lead to assess need using the Common Assessment Framework in conjunction with the multi-disciplinary team to develop effective service responses and to ensure Ofsted compliant.
- Establish close collaborative and informative relationships with a range of partners including schools, LEA's, Social Services, parents and communities.
- To track educational progress of the young people in your caseload with regards to school attainment, classroom behaviour and risk of exclusion in order to inform development and review of intervention content.
- Keep accurate records, which might be used in case conferences and regular professional meetings. To efficiently record all details of each contact or work session with young people using the agreed

database system, to keep that data management system up to date and to produce reports to support case reviews and evaluations as requested.

- Under the guidance of the Senior Leadership Team, liaise with, and make referrals to, other agencies where necessary.
- Participate in multi-disciplinary teams and meetings, for example PEPs, planning and review, core group.
- Willingness to work in a range of settings including school, college, court, police station and young offender's institutions. Working in a flexible manner to include occasion evening and residential trips.
- Undertake other duties as directed by management which are commensurate with the post.
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- To embed safeguarding and inclusion principles at the heart of all practice.

Organisational Relationship:

- Reports to the Senior Leadership Team
- Develops a supportive and integral role within the school across the whole area.
- Develops positive relationships with students, parents/carers, external agencies (e.g. social services) and other key stakeholders.

Safeguarding

- Report any disclosure made to you to the appropriate person.
- Report any safeguarding concerns in the workplace to the appropriate person.
- Maintain an awareness of the Trust policies in relation to safeguarding.

Other general duties

- To Safeguard and protect children in accordance with the Bridge MAT'S Policies and Procedures at all times.
- To maintain confidentiality of information; it will be necessary to comply with all requirements related to the Data Protection Act/ General Data Protection Regulations (GDPR).
- To treat everyone with respect, dignity, and fairness and to acknowledge and celebrate diversity.
- Other responsibilities commensurate with the post.

Additional information

- Fen Rivers is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice will be followed, and pre-employment background checks will be undertaken before any appointment is confirmed. The post is subject to an enhanced DBS check.
- At Fen Rivers we value equality, diversity and inclusion. We are wholeheartedly committed to the principle of equality of opportunity, both as an employer and as a provider of services. Diversity and Inclusion is part of what we do every day, working to deliver our vision to build a strong society where everyone has good people around them, a purpose, and a good place to live.

Experience, Skills and Abilities

Essential

- A relevant professional qualification (NVQ level 2) in working with young people, e.g. teaching, youth and community work, social work, counselling, mentoring.
- Level 2 English and Maths
- Discretion and an ability to work confidentially.
- Maintain records and prepare written reports.
- Communicate effectively, both verbally and in writing, with colleagues, parents/carers and other agencies.
- Good interpersonal skills to maintain productive working relationships with colleagues and other agencies.
- Have a flexible and creative approach to service delivery.
- Be emotionally resilient and be able to work in a challenging environment.
- Manage a significant caseload and deliver targets.
- Ability to organise and manage your own work routines/caseloads effectively with a minimum of supervision and support.
- Ability to perform all requested administration activities relating to data capture, evaluation and reporting.
- Advocacy and Counselling skills.
- Competency with certain IT applications, specifically Outlook, MS Word, Internet Explorer.
- Ability to assess risks in working with young people and their families.
- Experience of working with our cohort of young people including those with complex, high behaviour and additional learning needs.
- Extensive behaviour management experience with students who have complex needs and extreme behaviour.
- Experience of working with complex young people and families who have social, emotional and behavioural difficulties. Including those who are from a variety of ethnic groups and cultures or who may be vulnerable or disadvantaged in some way.
- Experience of working within a learning environment and being actively part of supporting the learning process.
- Building sustainable relationships with young people and their families, both formally and informally.
- Assessing family situations and needs to develop and implement effective strategies, risk assessments and individual educational/learning support plans.
- Working with a range of issues affecting young people and their families, such as substance misuse, domestic violence, multiple exclusions, offending behaviour.
- Using a holistic person-centred approach when working in or with multi professional teams/agencies.
- Managing complex cases ranging from level 2-4 on the continuum of need.
- Report writing.

Knowledge

Essential

- An understanding of the political and educational context of social inclusion.
- A knowledge of behavioural management techniques and understanding of de-escalation techniques.
- An understanding of the social, emotional and intellectual needs of young people and families.
- An understanding of multi-agency work and the roles of these disciplines.
- An understanding of childcare, child development and supporting theories. Emotional literacy, attachment, brain development, etc.
- A knowledge and understanding of influences on parenting and parent-child relationships.
- A knowledge and understanding of influences on children and young people. E.g. peer pressure, gang culture, bullying, etc.
- Knowledge of Safeguarding & Equality acts.

Other

- Awareness of and commitment to Equality & Diversity
- Willing to travel and work flexibly.
- Desire to develop and undertake training as required.