



JOB DESCRIPTION and PERSON SPECIFICATION

Work Experience Provider

Salary range: £10 per hour

Start Date: September (pending clearance from the DBS via the completion of an Enhanced DBS Form, as well as satisfactory signed references)

We will pay the DBS costs

This is a 0 hours bank contract

Please note you are required to invoice us, as you will not be on our payroll.

LIBRA is dedicated to the care and education of children and young people usually aged between 5 and 18. We are a specialist provider supporting children with social, emotional and behavioural difficulties. We work with day children as well as residential children. LIBRA's main aim is to restore balance and harmony to the life of each child placed with us and to prepare the child for a future life utilising his/her abilities and talents.

LIBRA provides a holistic approach to care and education by assisting these young people in their transition to a fulfilling adult lifestyle. A team of residential care staff, teachers and support staff work with each child on an individual basis - the emphasis being on a family team. The team is supported by therapists and counsellors. Work of this nature can sometimes be frustrating and at times difficult. However it can also be a challenge, very stimulating and extremely rewarding.

The LIBRA school is a specialist independent day school registered for 40 children some of whom are residential with Libra (living in homes within a number of communities) and some of whom are day pupils.

We anticipate work experience opportunities being available all year round including the school holidays. Hours of work will be varied and will be agreed to suit the nature of the work experience placement. There is a strong in-house training programme consisting of safeguarding, conflict management, behaviour management, risk management and work experience specific training. We are committed to individual staff professional development.

- LIBRA is committed to ensuring that all members of its community, including young people and staff are treated fairly and equally regardless of their race, colour, gender, nationality, religious or political beliefs, ethnic or national origin, age, gender reassignment, marital status, sexual orientation, social background or disability. Appointments will be made solely on merit.
- LIBRA operates a no smoking policy.
- LIBRA is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including reference checks with past employers. This post is identified as being within the scope of Regulated Activity and requires a cleared Enhanced Disclosure from the Disclosure and Barring Agency. As such all previous criminal convictions deemed to be expired under the Rehabilitation of Offenders Act are required to be declared, this may not negate the applicant from being appointed.

MAIN PURPOSE OF JOB

- To support a young person to engage with a structured work experience programme with you and or your employees within your business
- To support a young person to complete ASDAN qualifications related to their work experience but administered by the school.



- To provide good quality feedback to the young person and the school on the young person's progress which can be used within school reports for parents and carers and in professional meetings
- To be a positive role model

RESPONSIBILITIES

You will have a responsibility for safeguarding and promoting the welfare of our young people and must therefore be suitable to work with children and follow Libra's Safeguarding Policy and Procedures.

You will be expected to:

- Provide an effective, stimulating and well organised work experience environment and be an enthusiastic role model, committed to supporting young people to positively engage with work experience
- Promote the school's positive approach to behaviour management and personal, social and health education;
- Take account of the child's culture, including their moral and spiritual needs.
- Provide a positive work experience including:
 - Thoroughly planning for, preparing for and evaluating the needs of the young people placed with you;
 - Using the appropriate strategies reviewed and evaluated and adapted if required
 - Proficiency and conscientiousness in all forms of assessment and record keeping
 - Organising and managing the environment to ensure effective learning within a calm, safe, aesthetic and purposeful space
 - Ensuring that all risk assessments are in place
 - Demonstrating a positive commitment towards the close involvement of parents/ carers in the young person's work experience
 - Being prepared to fully participate in professional discussions, debate and relevant in-service training;
 - Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour and standards of work
 - Ensuring effective guidance and best use of available time.
 - Setting appropriate expectations with clear targets and to build on prior achievement.
 - Providing clear structures for work maintaining pace, motivation and challenge.
 - Encouraging the young person to think and talk about their learning, development of self-control, independence, concentration and perseverance.
 - Assessing how well learning objectives have been achieved and use them to improve specific aspects of learning.
 - Observing potential signs of distress or abuse and to ensure that the young people are monitored and protected – to report any concerns to senior workers following Libra's Safeguarding Policy and Procedures.
 - Being sensitive to the needs of individual young people, taking account of race, culture, language and religion.
 - Acting as an appropriate role model at all times.
 - Talking and listening to the young person and observing their behaviour and record significant features.
 - Supporting young people who need boundaries set to their behavior.

Working with Children

- In terms of working with children, please make sure you have read Libra's Safeguarding Policy and Procedures, the DfE's 'Keeping Children Safe in Education' **September 2019** and Guidance for



Co. Reg. No: 4335980

Blackford Education (Schools) Ltd

LIBRA

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Safer Working Practice for Adults who work with Children and Young People. All of which were sent to you when you took up your post and are available on request from the office. Libra's induction programme will provide full instruction and guidance on best practice, procedures and protocol in terms of working with children.

- If you have any concerns you must refer to Safeguarding Policy and supporting Flowcharts, or in discussions with Libra's Safeguarding Lead (Gina Dyer) or her Deputy (Clive Crosby). Please see the photoboard in school reception to identify these staff as soon as you arrive at Libra.
- Additionally, for your information, all staff are expected - under equal opportunities for all, to work with all children. The role requires you to work professionally, acting as a suitable role model, and manage all children you are required to work with and to follow Libra's guidance and the behaviour plans accordingly and without fail.

Qualifications and Experience

- Relevant professional qualifications
- A track record of establishing positive relationships

Knowledge and Understanding

- To use language and other communication skills that young people with social emotional and behavioural difficulties can understand and relate to.
- To emphasise the needs of the young person and to offer constructive feedback to reinforce self-esteem.
- To demonstrate active listening skills.
- To assist the school in the monitoring the young person's progress
- To work effectively and supportively as a member of our community
- To be aware of and apply all school policies e.g. Behaviour management, Health and Safety, Equal Opportunities and Child Protection.

Personal Attributes

- To maintain confidentiality on all school matters.
- To be flexible
- To be a supportive member of the team.
- To participate in training opportunities provided by the School.
- To have a sense of humour
- To keep abreast of good practice in order to develop skills, knowledge and experience in accordance with personal development reviews.

Administrative Responsibilities

- To produce well written and presented reports
- To complete any other administration procedures required by Ofsted, the School Manager.

Relationships with Colleagues

- To be part of the staff team, supporting colleagues and being prepared to receive support as necessary.
- To participate in staff meetings as required.
- To ensure you are aware of all risk assessments appertaining to the young people – and that your colleagues are also aware.



- To work in a manner that reflects the principles of the Children Act and appropriate Libra policies and procedures.
- To challenge inappropriate practices as appropriate.
- To report to the Directors, Principal or School Manager or other appropriate person, malpractices or suggestive evidence.

On Site Responsibilities

- To ensure all health and safety is suitably risk assessed and managed
- To care for the fabric, equipment and grounds.
- To ensure you are up-to-date with risk assessments relevant to your role.

Personal

An induction training programme is in place to cover all areas that are required for you to undertake this role. Details will be forwarded to you when you take up your post.

Insurance

LIBRA carries insurance which covers young people on work experience. In addition you will be required to hold general business insurance that also covers your staff.

SUPPORTING PROCESSES

Problem Solving and creativity

The young people may present behavioural and emotional difficulties during their education, which require immediate response and resolution or referral to an appropriate professional.

Decision Making

Duties are undertaken with clear operational guidelines, policies and procedures. Decisions are made on the immediate needs of the young people and on the need to refer for further advice.

23.04.20