



Schools Learner Outreach Worker

Contract term: Permanent

Hours: 37 hours per week

Location: ACT Schools, Caerphilly

Salary: £26,500 rising to £29,000 per annum

If you would like to work for an organisation that holds 3-star accreditation with Best Companies demonstrating extra-ordinary levels of staff engagement, has gained a place on the Times Best 100 Companies to work for in the UK for the last seven consecutive years and that holds Investors in People Platinum accreditation we would love to hear from you!

Who we are:

As Wales's largest leading Training Provider, ACT provide a long list of training programmes and qualifications in Jobs Growth Wales+, Apprenticeships and Higher Apprenticeships across 30 different sectors throughout Wales and England.

ACT is all about its people. With a family feel culture we believe our employees are our greatest asset. We're all extremely passionate about making a positive difference to people's lives by providing excellent learning programmes and opportunities.

ACT Schools was established as an independent special school in April 2018. The school accommodates learners aged 11-16, for whom continuing in mainstream education was not a viable option.



What you'll do:

We are looking for a passionate individual to be a core member of the Outreach Team. Their focus will be on engaging young people in the community in order to reengage them within education.

The role will involve working with young people exhibiting negative, disruptive or risk-taking behaviour – such as those involved in unhealthy relationships, vulnerable to drug or alcohol use, or teen parenthood, as well as those who have experienced violence, and victimisation and are displaying signs of disengaging with their communities who are/on brink of the Criminal Justice System.

You will be required to work closely with the teaching staff and the Deputy Heads of 11-16 Education to ensure that a whole school approach is taken in supporting our learners

The role will be based on ACT Schools, Caerphilly and you will be reporting to the Deputy Heads of 11-16 Education and Head of 11-16 Education.

ACT is committed to promoting the Welsh language for both staff and learners, and whilst it is not considered essential criteria, the ability to speak Welsh is desirable for this role.

What we offer:

- Generous holiday package (over 45 days per year)
- Annual salary increases
- Healthcare cash plan
- Contributory pension scheme
- Life assurance
- Wellbeing initiatives including access to in-house counselling
- Employee voice initiatives including a staff council
- Flexible and hybrid working options (where applicable)
- Annual team building events
- Four paid volunteering days per year
- Length of service and birthday rewards

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- Staff recognition awards
- Complimentary tea and coffee
- Excellent learning & development and CPD opportunities
- Formal coaching and mentoring opportunities
- E-learning platform available to all staff

What you are responsible for:

- Learn, as part of one-to-one conversations with young people, goals and outcomes desired by the learners. This can include issues around emotional health and wellbeing, substance misuse, criminal activity, sexual health, physical health, education and training, housing and other areas where the young person could need support to access services;
- Support the young people to work towards their goals by building a relationship that establishes trust so that they feel able to have conversations about issues of a more personal nature;
- Learn from and determine with the young person, ways in which they may be at risk and work collaboratively to develop measures that reduce risk for the individuals supported;
- Contribute to the collective problem solving and solutions development for young people experiencing emotional health problems e.g. through participation in team and individual supervision;
- Plan and produce resources that can be delivered to the young people outside of a classroom setting
- Support the delivery staff in achieving educational outcomes for our young people
- Work with statutory and voluntary sector partners to ensure the work is part of a pathway of activities available and adds value to existing provision;
- Write up and record to a high standard any outcomes of meetings with young people and other services and any identified risks and new actions using the in-house database system;
- Undertake full case recording, data collection, analysis, the production of reports and summaries, using IT.
- To report all safeguarding concerns in an accurate and timely manner, liaising frequently with the School based counsellor.
- To adhere to and promote **ACT's** environmental practices.
- Any other duties as requested by your Coordinator or Manager, which may be necessary from time to time.

Personal and other duties and responsibilities:

- To actively keep updated with the company's services and programmes



- To continually develop yourself by attending courses, meetings, training events, workshops and seminars
- To demonstrate clear written and verbal communication skills
- To be highly self-motivated and organised
- To ensure effective customer care skills
- A recognition and regard for observing confidentiality
- The capacity to work as part of a team
- An ability to work on own initiative and meet set timescales
- General housekeeping duties
- To display **ACT** core values at all times.

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Person Specification

What we are looking for:

	Assessment Method	Essential	Assessment Method	Desirable
Experience	A	Application/ Interview	Minimum of 3 years' experience working with vulnerable adults, children/young people.	
	B	Application/ Interview	Experience of delivering activities within a youth base/support setting using creative ways to consistently engage young people.	
	C	Application/ Interview	Experience of outreach or detached work.	
	D	Application/ Interview	Experience of delivering activities within a youth base/support setting using creative ways to consistently engage young people.	
Qualifications & Knowledge	A	Application/ Certificate verification	NVQ Level 2 or higher in a relevant field, such as but not limited to, sociology, social administration, psychology or a teaching, youth work, nursing, substance misuse worker qualification, social work.	A relevant qualification in youth, social or community work or a related field.
	B	Application/ Interview	Knowledge of child/vulnerable adult's protection processes and procedures.	Knowledge of Schools sector
Skills & Attributes	A	Interview	Confidence, assertiveness, enthusiasm and initiative	A
	B	Interview	Proven track record of meeting targets	
	C	Interview	Excellent verbal communication skills	
	D	Interview	Well organised	
	E	Interview	Willingness and ability to be flexible and go above and beyond as and when needed	
	F	Interview	Team player with ability to work on own initiative and work independently for the majority of working hours.	
			Interview	Welsh speaker

	G	Interview	Willingness to undertake personal & professional development in relation to your role and business needs.			
	H	Interview	Able to communicate effectively to a people at all levels.			
	I	Interview	Reliable, respectful, confident and well presented.			
	J	Interview	Willingness to undertake personal and professional development in relation to your role and business needs.			
	K	Interview	Strong admin capabilities – receiving referrals, maintaining waiting list and databases, contacting clients and staff and booking appointments.			
Personal Qualities	A	Interview	To uphold ACT Values			
Other	A	Interview	Hold a full U.K. driving licence	A	Interview	Supervision arrangements in place.

Have you got what it takes? <https://www.irishrcloud.co.uk/recruit/application/apply.aspx?cid=527-9B7AAB5D-403A-4465-A6FE-A54AB5AF32C9&VacancyID=22878-F884595A-C44E-46A8-BBFE-AE890D74834D>