**HARLAW ACADEMY - APEX INCLUSION SERVICE**

Purpose of Job

To provide a service that increases the prospects and positive development of young people at risk in accordance with the philosophy and policies of Apex Scotland.

Working in Harlaw Academy with young people with challenging behaviours and at risk of exclusion, you will deliver support for youngsters by engaging with pupils individually or in groups as appropriate. Your work with pupils will vary according to need and may be with youngsters who are not at risk of exclusion, but who require additional support.

You will introduce pupils to a range of learning experiences, helping them to develop coping strategies and techniques to enable them to conduct themselves in an appropriate manner and deal positively with conflict situations.

You will also deliver activities addressing issues affecting young people, dealing with personal, social and educational barriers. You will offer part of a programme as an alternative to exclusion, focused on restorative work.

You will be part of Harlaw Academy’s support team and work in close partnership with pastoral and mainstream staff. You are required to be a motivated self-starter who will operate the programme on your own, supported through the school support team and Apex colleagues.

Role Responsibilities and Major Activities

1. Ensure that young people are treated with respect and valued as individuals.
2. Promote effective group working, problem solving, decision-making with young people.
3. Challenge negative and unacceptable behaviour in young people.
4. Enable young people to address their behaviour as part of an alternative to exclusion programme.
5. Work in a restorative capacity to facilitate youngsters’ relationships where appropriate.
6. Work with young people with personal and social barriers to learning, supporting them with their challenges.
7. Encourage all of the youngsters you work with to realise their potential.
8. Work in partnership with other agencies to improve opportunities for young people, particularly looking at 16+ planning.
9. Participate in our Early Intervention Team meetings.
10. Evaluate, monitor and report progress to line managers.
11. Plan, prepare and develop programmes of work for individuals and groups of young people which can be shared.

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|  | Criteria |
| Skills and Abilities | * Excellent communicator * Person centred * Able to engage positively with young people * Flexible in approach * Ability to facilitate and co-ordinate activities * Objective and non-judgemental * Adaptable to the needs of young people * Work within the boundaries of the school systems * Consistent, fair and assertive * Can work on own initiative * Can work as part of a wider support team * Confident to deliver 1:1 and group work * Good organisational skills * Give feedback to young people and professionals regularly and accurately |
| Experience | * To have worked with young people * Can demonstrate experience and examples of building relationships with young people to achieve positive outcomes * Evidence examples of working as part of a team |
| Knowledge | * Child Protection Policies * Getting It Right For Every Child (GIRFEC) * An understanding of issues affecting young people and how to engage positively with them |
| Personal Attributes And Other Requirements | * Professional attitude * Passionate and motivated to work with young people * Ability to develop and create interactive and innovative service content * Ability to defuse potentially difficult situations * Respect confidentiality in line with policies and procedures * Willing to learn new skills |