****

**Apex Scotland Job Description and**

**Role Profile**

**Position: INCLUSION WORKER**

 **(Working with Youth – School Services)**

**Responsible to: Service Development Manager (Schools)**

**Location: as per advert**

**Salary Scale: £19,013 - £21,042 per annum (35 hours)**

**Value Statement:**

*All employees of Apex Scotland must work within the ethos of the organisation and apply themselves as per the Organisational Qualities and Values Policy.*

**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 school with young people with challenging behaviours and at risk of exclusion, you will deliver the alternative to exclusion programme within a local secondary school by engaging with pupils individually and in groups. Group work will also take place with pupils identified as requiring additional support but who have not been excluded from school.

You will introduce pupils to a range of learning techniques and coping strategies to enable them to conduct themselves in an appropriate manner and identify the best ways for them to deal with conflict situations. You will also deliver activities addressing issues affecting young people, dealing with any personal, social and educational barriers. You will be part of the school’s wider support team and work in close partnership with pastoral and mainstream teaching staff. You are required to be a motivated self starter who will operate the programme on your own, supported through contact with school and Apex colleagues.

**ROLE RESPONSIBILITIES & MAJOR ACTIVITIES**

1. Actively promote effective group working, problem solving, decision making and develop productive working relationships with colleagues, stakeholders and partner organisations. Facilitate and participate in meetings.
2. Contribute to the development of local initiatives and continuous improvement. Be open to change and encourage innovation. Participate in support and supervisory (appraisal) 1:1 meetings and team discussions. Record information and communicate effectively.
3. Research, prepare and effectively report information. Use the appropriate systems for communicating, storing and retrieving information.

**JOB SPECIFIC RESPONSIBILITIES**

1. Provide and co ordinate a professional guidance and support service to address the behaviour of young people as a direct alternative to school exclusion. Enable young people to use their learning to enhance their future development, broaden their horizons and work effectively in groups (YW 1,2,3)
2. Support young people taking action to tackle problems and understand risks and challenges. Facilitate the explorations of personal values, beliefs and attitudes to empower them to make necessary changes ( YW 5,6,12)
3. Plan, prepare and facilitate group work and youth work activities including confidence building, language awareness and anger management. Support individuals to evaluate their actions, participation and development goals. Manage the youth programme resources. (YW 7, 8, 9)
4. Provide information and support to young people and enable them to access information to make informed choices and take responsibility for subsequent consequences. Promote the rights of young people and encourage confidence in positively representing themselves (YW.14,15,16,17)
5. Address the health and well-being of young people. Promote a culture that safeguards the welfare of young people. Foster equality and diversity rights of others by ensuring people are respected and valued as individuals. ( YW 18,19,20)
6. Challenge negative and unacceptable behaviour in young people. Communicate effectively and develop a rapport with young people assisting them to adopt a positive attitude and behaviour; encouraging them to realise their potential. (YW 24,27, 28)
7. Identify and address youth work opportunities, resources and work with other providers to enhance the school experience for young people. Work in partnership with other agencies or providers to improve opportunities for young people. (YW 37,38, 39, 41)
8. Champion social inclusion and undertake activities with young people to introduce them to youth provisions in their local communities.
9. Participate in the design, delivery and maintenance of learning programmes and services which meet the needs of the project, stakeholders, funders and fits with the strategic aims of Apex Scotland.
10. Evaluate, monitor and report progress to Line Managers.
11. Assess, plan, prepare and implement group work and 1-2-1 programmes and activities that promote positive behavioural goals and relationships. Monitor, evaluate and report.
12. Assess and manage risk of harm and develop control for people who are at risk to themselves and others. Contribute to the management and prevention of aggressive behaviour.

**PERSONAL DEVELOPMENT**

1. Take ownership of your own self development and highlight learning opportunities, agree development plans with line manager, actively pursue continual improvement in your performance, skills and knowledge. Facilitate the development of other colleagues i.e. skill share.

**ORGANISATION AND LEGAL RESPONSIBILITIES**

1. Adhere to all Apex policies and local procedures with regard to processing TOIL, holidays, illness reporting, working hours, expenses claims, grievance procedures, petty cash, appraisals and development plans etc.
2. Adhere to all Apex Scotland’s legal policies and practices regarding data protection and employment law. Uphold legislation on health and safety. Carry out you’re your own responsibilities to reduce risk in this matter and promote a health and safety culture.
3. Where required, conduct risk assessments in the workplace and client activities. Protect yourself and others from risk of harm or violence.
4. Ensure your actions promote and value equality, diversity, rights and responsibility along with supporting the maintenance of all Apex policies and procedures.

**OTHER**

1. Adopt a co operative and flexible attitude to providing cover or aid for other programmes, colleagues and roles when required, to meet your unit’s objectives. Commit to all reasonable requests from your colleagues and line manager.
2. Promote Apex as a company and represent its interests in a professional manner while complying with all moral and acceptable dress codes of practice. Develop and evaluate joint working between agencies.
3. Undertake other service delivery that is particular to your specific programme or support worker role (including H&S rep, First Aider etc)

**Person specification template**

|  |  |
| --- | --- |
|  | CRITERIA  |
|
|
| SKILLS AND ABILITIES  | * Excellent communicator
* Person centred
* Ability to facilitate and co-ordinate activities
* Objective and non judgemental
* Adaptable to working conditions and needs of young people
* Professional at all times
* Outline clear boundaries
* Consistent, fair and assertive
* Can work on own initiative with minimal supervision
* Confident to deliver group work
* Good organisational skills
* Collation and provision of management information
* Feedback to young people, professionals and external partners regularly and accurately
 |
| EXPERIENCE | * To have worked with vulnerable young people
* To have delivered to groups of individuals
* Experience of working within a young persons’ environment
* Can demonstrate examples of building relationships with young people to achieve a positive outcome
* Evidence examples of partnership working
 |
| KNOWLEDGE | * Child Protection Policies
* Children’s Services (Local and National)
* Getting It Right For Every Child (GIRFEC)
* Curriculum For Excellence
* Understanding of issues affecting young people and how to engage positively with them
 |

|  |  |
| --- | --- |
| **PERSONAL ATTRIBUTES AND OTHER****REQUIREMENTS** | * Passionate and motivated to work with young people
* To be able to develop and create interactive and innovative service content
* To be able to engage positively with young people
* The ability to diffuse potentially difficult situations
* Good level of tolerance
* Respect confidentiality in line with policies and procedures
* Flexible in approach
* Willing to travel
* Full UK driving license and access to own transport
* Willing to learn new skills
* Occasional unsociable hours of work
 |