

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Alternative Provision child and young people worker
Salary Range/Grade:	depending on experience and qualifications
Hours:	Up to 31.25 hours per week, all year round.
Work Base:	The Oaks
Reporting To:	Alternative provision lead and CEO
Main Purpose of Job: <i>"Through unconditional love, commitment and passion we seek to enable all children, young people and adults to be the best they can be."</i> The RISE Trust AP Service delivers support to children and young people to improve outcomes for young people and have a positive impact on their lives. The post holder will support children and young people who are attending alternative provision. This will include targeted support through a trauma informed lens, therapeutic mentoring and group provision.	
Lead Responsibility: The post holder will support children attending RISE alternative provision through effective and high-quality activities that are focused on the attendees to ensure that children and young people we work with have their needs met.	
Key Task List: 1. To work as a team, following the direction of our AP lead. 2. Supporting the team to implement and deliver an effective age-appropriate alternative provision curriculum evaluating the effectiveness through data collection, young person's voice, partner and parent/carer feedback 3. To engage with children and young people, ensuring they feel safe, heard and valued. 4. To provide full care for the children including safe delivery to parents and/or named carers and to provide light refreshments to the children. 5. To carry out session plans and play based interventions. 6. To assist in the set up and clearing away of the AP activities. 7. To ensure that base lining, tracking and follow-up of children and young people experiencing mentoring is completed in order to evidence the outcomes and positive impact of The RISE Trust's AP services. 8. To work in partnership with key agencies and community forums in order to effectively achieve positive outcomes for vulnerable children and young people. These include Wiltshire Council, police, Health Professionals, Social Care, Schools, and other community organisations. 9. To attend in-service training and meetings as required. 10. To be actively involved in appraisals and supervisions according to the trust's policy.	
Job Activities – Standard Terms Common to all Job Descriptions 11. To work within the RISE Trust's Child Protection & Safeguarding Policy because safeguarding and promoting children's welfare is a priority in all aspects of the Trust's Delivery Plans. Any safeguarding concerns should be immediately reported to the Chief Executive of The RISE Trust using the Trust's alert process. 12. To undertake any other reasonable duties which are commensurate with the grade	

and responsibilities of the post as directed by the Chief Executive Officer in accordance with the objectives for the trust's operational plans. The RISE Trust exists to respond to the needs of individuals, consequently many of the tasks and responsibilities are unpredictable and varied. It is therefore expected that all staff will work in a flexible, resilient and confidential manner when required, undertaking tasks that have not been specifically covered in their job description.

13. To promote the organisation's strong commitment to Equality, Diversity and Inclusion.
14. To promote the organisation's quality assurance systems.
15. To handle all details about the children attending the RISE services confidentially and in accordance with the requirements of the Data Protection Act.
16. In discharging the duties of the post to have due regard for the provisions of Health & Safety at Work legislation, as detailed in the Health & Safety manual, ensuring health and safety compliance, risk assessments and safe systems of work are in place and adhered to.

The RISE Trust is a Christian community charity which is totally diverse and inclusive.

***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
In accordance with safer recruitment protocols, we will request references in advance of interviews, for shortlisted candidates.***



PERSON SPECIFICATION		
Factors	Essential	Desirable
Qualifications	Educated to at least Level 2 (or equivalent) in a subject related to the job description	Early Years, ELSA, Trauma recovery, management, Social Work, Mental Health or Parenting qualification
Experience/Knowledge	Minimum of one years working with children and young people in a play/school/youth work setting Experience of working with a range of partners and the ability to develop effective working relationships. Ability to produce clear and concise reports to feed back how session went. Experience of delivering interventions with children and young people.	Experience of partnership working with voluntary sector and local authority. Previous work within settings/ schools/ youth services. Working with vulnerable families ELSA experience with children and young people
Skills/Abilities	Able to interact and support children and young people, Commitment to and experience of managing	Able to respond to the changing needs of the Service

	safeguarding, equality, diversity and inclusion opportunities and anti-discriminatory practice. A working knowledge of data protection and safeguarding legislation. Good organisational skills Ability to positively communicate verbally and in written form with children, parents and carers, colleagues and representatives from outside agencies. Ability to engage with individuals from a range of backgrounds. Good level of computer literacy, including Outlook, Word and Excel. Ability to work on own initiative.	
Personal Qualities	Passionate about social action and outreach in the community. Ability to communicate effectively with a broad range of people, from families to Senior Managers. Non-judgemental approach. The ability to prioritise workload and meet deadlines whilst under pressure, working in a fast-moving environment. Responsive to change and new ideas; adapt to new systems. Adopting flexible working pattern in order to meet need of service and families. Enthusiastic and motivated who works to a high set of principles. The ability to be reflective and solution focused, tolerant, patient, kind, warm, empathetic, friendly and with a positive 'can do' approach. Ability to lead a growing team.	The ability to empathise with parents/carers Sense of humour
The RISE Trust Christian values	The RISE Trust is a Christian Charity and Christian values underpin the RISE Trust's approach to social action within the community. We would therefore politely request the person is respectful of our prayer with and for staff, volunteers and service users, as and when appropriate.	
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