



## Aspire Behaviour Management

### Aspirations Outreach Keyworker

#### Job Description

**Job title:** Aspirations Outreach Keyworker

**Responsible to:** Directors

**Brief overview:** To support and engage children with additional needs in a range of settings. To provide direct and indirect support to school settings, schools staff and families in relation to children and young adults with additional needs.

**Salary: £19500 - Pro Rata 40 Weeks - Actual Salary - £16614.93**

#### So, what will I actually be doing?

- To support schools in the effective management of children displaying SEND which may include Social, Emotional and Mental Health (SEMH) difficulties; Social & Communication difficulties; MLD.
- To support children, young people and their families where appropriate to make effective and sustainable change and to ensure progress in achievement and learning through this.
- To follow the organisation's 'Assess, Plan, Do, Review' Process.
- Working flexibly at different times of the day/week and in different settings to engage children/young adults in positive activities.
- To have knowledge of and create links with a range of activities, opportunities and organisations in order to support children/young people in community-based activities.
- To contribute to the writing of the CAF/Early Help process.
- To undertake the Lead Professional role when required by contributing to the assessment of children/young people and acting as a key contact point.
- To assist and support schools where required in the development, contribution, writing and review of Individual Support Plans/Provision Mapping Plans, SEN processes and to contribute to the writing of reports when required.
- To support individual children in classroom settings or in small groups by delivering group work interventions.
- To support school based teaching and non-teaching staff by modeling/coaching appropriate approaches/interventions in relation to children/young adults with additional needs.
- To provide advice and strategies to teachers in relation to additional needs for individuals and whole classes.
- To provide statutory assessment advice and reports in line with the regulations set out in the 1996 Education Act and the 2014 Code of Practice and according to relevant timescales.
- To deliver and/or contribute to training for school staff.
- To work with independence, initiative and be able to generate positive solutions for children/young adults with additional needs, where there may be conflict.
- To have a good understanding and knowledge of and follow safeguarding guidelines of the organisation, supported schools and linked Local Authority.
- To maintain CPOMS records, information and attend meetings as required.
- To undertake additional duties as required by a Director(s) within the nature of the post.
- Customer Care - To continually review, develop and improve systems, processes and services in support of Aspire's dedication to provide an excellent service.
- Promoting equality and diversity - Everyone has a right to his or her distinct identity. Treat everyone with respect. To promote and participate in the council's work to eliminate discrimination and encourage good relations between our diverse communities.
- Developing Self and Others - To use processes and put processes in place to generate a learning environment. To focus on the strengths and requirements of all individuals and enable them to further their skills and knowledge. To actively pursue your own continuous development.



**Aspire Behaviour  
Management  
The Aspire Hub  
Dalton House  
Leigh Road  
Bolton  
BL5 2JE**

**0333 200 8705**

**Website: [aspirebm.co.uk](http://aspirebm.co.uk)**

**Email: [enquiries@aspirebm.co.uk](mailto:enquiries@aspirebm.co.uk)**

**Facebook: [@aspirebehaviourmanagement](https://www.facebook.com/aspirebehaviourmanagement)**

**Twitter: [@aspire\\_bm](https://twitter.com/aspire_bm)**

**LinkedIn: [Aspire Behaviour Management](https://www.linkedin.com/company/aspire-behaviour-management)**



Aspire Behaviour Management

Aspirations Outreach Keyworker

### What skills do you need ...?

- Good knowledge of child development.
- A comprehensive knowledge of a range of intervention techniques to achieve change in families.
- Knowledge and proven skills in managing challenging behaviour across all age ranges, e.g. nursery, primary and secondary.
- Effective communication skills in dealing with a range of people including children, schools staff and families and be able to contribute to the writing of Provision Support Plans.
- Ability to support and build effective working relationships with schools, children, parents/carers and colleagues.
- Ability to support children/young people in a variety of school and non-school settings.
- Skills and ability to work in a positive solution-focused manner, working with independence and initiative.
- Ability to be flexible and adapt own approaches to meet the needs of the setting and/or children with additional needs.
- The ability to influence and persuade in order to negotiate successful outcomes.

### Experience, Skills & Qualifications

- Grade C or above in English & Maths (or equivalent)
- NVQ Level 3 or equivalent qualification in a related field.
- Experience demonstrating high quality effective support to children with additional needs.
- Experience of writing Provision Mapping Plans (not essential).
- Experience of delivering group work.
- Experience of supporting children in community-based activities.
- Ability to travel for the needs of the business.
- A vehicle and driving license is essential.
- The post holder will be expected to work the majority of their contractual hours flexibly between 8am and 6pm on weekdays.
- This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

**If you would like to take advantage of this opportunity then please complete the application form and email it to [m.wood@aspirebm.co.uk](mailto:m.wood@aspirebm.co.uk) or mail to The Aspire Hub, Dalton House, Leigh Road, Bolton, BL5 2JE.**

