



**Stopsley High School
Job Description**

Post: Youth Worker
School: Stopsley High School
Reports to: Senior Deputy Headteacher
Grade: L5

Safeguarding Children: This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to DBS Barred list and Enhanced Disclosure checks.

PURPOSE OF POST: Work with disaffected students to ensure that they can improve their behaviours and access full time education. Prepare and deliver activities for young people which aid their personal and social development, help them learn new skills, improve their confidence and fulfil their potential in society.

Engage with young people (aged 11–16) in a variety of settings, helping them face the challenges of life and to develop their personal and social skills through activities that are enjoyable, educational and fulfilling.

Work to empower young people, to help them value opinions and to take on issues relating to their health, education, attitudes and environment.

Through their role youth workers engage with young people in a variety of ways. This could include supporting their learning, mentoring, recreational activity or outreach work.

Responsibilities

The day-to-day tasks of a youth worker are dependent on the young people, but typical tasks include:

- Undertaking individual sessional work with young people to support their learning and reintegration into full time education.
- Organise recreational activities to engage young people which could involve art, craft, drama, sport and music
- Mentoring and nurturing young people through challenging situations in their lives
- Managing and administering youth resources
- Providing emotional support for young people
- Preparing and delivering activities that tackle particular issues such as bullying, crime or drugs
- Taking young people on residential trips away
- Identifying sources of funding and writing funding applications to raise financial support for particular youth projects
- Meeting with police, social workers and other professionals working within the community
- Writing reports
- Undertaking administrative tasks
- Responding to enquiries by email or telephone
- Referring young people to organisations such as the Careers Advice service.

Skills

Being a youth worker comes with huge demands and responsibilities and requires particular skills and knowledge. These include:

- The ability to be empathetic and build trusting relationships with young people
- Excellent communication skills
- Active listening skills
- The ability to deal with unexpected problems
- Good organisational abilities
- A sensitive and tactful attitude
- The ability to stay calm in stressful situations
- The ability to relate to young people from a wide variety of backgrounds
- A patient, tolerant and compassionate approach

- Respect for equal opportunities
- Knowledge of health and safety procedures
- Energy and enthusiasm
- The ability to be self-motivated and work under initiative
- Commitment to the job and to young people
- A non-judgemental attitude
- An understanding of the key aspects which affect young people's lives
- Good team-working abilities
- Excellent interpersonal skills
- The ability to work well with various types of professionals working within the community
- An adventurous approach to the job
- A knowledge of confidentiality and child protection issues
- An enthusiasm for arts or sports-related activities

Experience is crucial, requiring one to two years of experience working with young people in either a paid or voluntary capacity. This may involve working as a youth support worker, volunteering at a youth organisation or volunteering to undertake individual sessional work with young people.

Experience of planning or delivering recreational activity will also be useful, as will experience of office administration and of working with people from a wide variety of backgrounds.

Flexibility

All school staff may be required, from time to time, to work as directed by the Headteacher to provide cover for administrative functions within the school. This may include exam invigilation, student supervision and other duties not normally detailed elsewhere within their job description.

Standards and Quality Assurance

1. Support the aims and ethos of the school
2. Set a good example in terms of dress, punctuality and attendance
3. Follow and uphold school policies
4. Participate in staff training
5. Develop links with the governors, Luton Education Authority and neighbouring schools.

These responsibilities may be amended at any time in the future by the Headteacher in order to respond to the changing demands and needs of the school, national initiatives and statutory legislation.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed from the Children and Learning Department, HR Division, or on www.disclosure.gov.uk

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Stopsley High School's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Keeping Children Safe in Education Safeguarding Policy
- (ii) Equal Opportunities
- (iii) Health and Safety
- (iv) Data Protection Act (2018)