



Job Description

Job Title:	Next Step Education Worker
Date last reviewed:	May 2025
Grade of post:	GRADE 9 (37 Hours per week Term Time only + 5 days)
Location:	Meadowbrook College
Line Manager:	Bridges Team Leader/SLT
Disclosure Level:	Enhanced DBS

Accountabilities: The nature of this job will require flexibility to meet urgent work needs as they arise. This will inevitably entail some work outside normal office hours. The job description therefore is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the Service and in keeping with the general profile of the post. A review of this job description will be carried out as part of the annual appraisal process.

Job Purpose:

- To follow RLT & Meadowbrook College procedures in safeguarding and child protection
- To provide casework management and education provision to vulnerable learners
- To key work a child or young person, linking with their family, other agencies and setting up their timetable
- To provide transition support for students moving onto further education or their next provision.

Main Responsibilities:

- To facilitate educational provision for a young person considering a wide curriculum and in a variety of locations within Oxfordshire.
- To plan and deliver appropriate provision for support in meeting the young person's needs.
- To maintain up-to-date student files and other records.
- To liaise and coordinate with parents/carers, schools, other workers, and other agencies.
- To attend team meetings and supervision sessions
- To perform such duties as reasonably requested by the Next Step executive strategy group.
- To promote Fundamental British Values.
- To liaise with the Bridges Team Leader/SLT or Subject Specialists to ensure appropriate education/intervention plans are in place for each pupil
- To report to the Next Step management group regularly on the progress of the young person/child.

- To work in schools, homes or in the community to deliver learning/interventions or support integration when needed
- To engage with and mentor young people who are challenging, disaffected and most at risk both socially and academically.
- To be committed to safeguarding, child protection and promoting the welfare of children and young people.
- To support pupils emotional well-being and ensure all safeguarding procedures are in place
- To act as a key worker to identified students/schools and liaise regularly with both
- To act as a positive role model and encourage positive behaviour and thinking in all students
- To liaise regularly with the Bridges Team Leader/SLT
- To plan, prepare, monitor and feedback on the sessions that you deliver
- To contribute directly to planning and reporting processes of all the students you work with
- To carry out assessments as directed by the Bridges Team Leader or Subject Lead
- To plan and deliver individual education programmes/sessions or specific interventions
- To monitor and track pupil's learning outcomes (academic, personal and social development)
- To work proactively with the pupil's family, other agencies and schools to develop appropriate support and ensure regular and effective communication between all parties
- To provide direct support to pupil, families and or staff in school as directed by the agreed integration plan or proposal
- To attend all staff meeting/briefings, training sessions and other meetings as identified
- To undertake relevant training where and when necessary
- To undertake any other duties commensurate with the post
- To fulfil all health and safety responsibilities as identified in Meadowbrook & RLT H&S Policy
- To participate in the RLT Appraisal process for staff.
- To actively promote Meadowbrook restorative principles and practices.

General responsibilities as part of the Trust

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Meadowbrook College and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.