Senior Student Mentor: Job Description, September 2024

Purpose of the job

The Senior Support Worker supports the Project Manager to ensure the effective daily operations of Oarsome Chances alternative education offer at either the Gosport (Boathouse) or (Havant) Apex Centre. Providing high quality, safe, welcoming, and secure educational offer for young people and managing staff responsible for quality delivery.

Manager – Project Manager

Salary - £28,500-£29,500k

Role Responsibilities

Service Provision

- With the Project Manager, ensure the smooth daily operations of the service in accordance with the service specification and Oarsome Chance policies and procedures.
- Ensure the Boathouse/Apex is safe, welcoming and secure, and staff are visible.
- Oversee the student referral, interview and induction processes for all new students and support the Office Manager and Project Manager produce Service Level Agreements with commissioning bodies.
- To manage site visits for new students, parents and carers including assessment of suitability for OC programmes including any safeguarding risks or concerns.
- Support the team to work together to deliver a high-quality service that enables students to acquire the skills they need to achieve their aspirations in line with commissioner's targets.
- Provide one to one key work sessions, co-produce groupwork and activities, and champion NCFE, accreditation process and work with the team to develop tailored solutions for students to meet their needs, wishes and aspirations.
- Working closely with the Project Manager/other Senior Support Worker, ensure the team operates using safeguarding best practice and timely and pro-active risk management and consistency in approach across all sites.
- Oversee the involvement of student input into the development of services and input this into service delivery with the Project manager.
- Support students to adopt prosocial behaviours using psychologically and trauma informed approaches and support the team with positive behaviour support strategies; utilising de-escalation skills and intervening as required in the management of incidents and challenging behaviour.
- Manage a case load of students to model best practise to all support staff.
- Communication with parents and carers as required to support students achieve the best possible outcomes in line with OC's outreach processes.
- Communication with schools and all agencies and stakeholders when required and ensure support staff/you attend annual review meetings, CIN meetings and other relevant meetings for students.
- With the Project Manager ensure effective income collection for students attending OC
- Ensure effective administrative, including maintaining students records and safeguarding alerts on CPOMS/My Concern, logging maintenance requests with the relevant site contacts
- To account for weekly budget spends working with OC Admin team and Project Manager

Management

- To support the delivery of the Pre 16 programme and support the Project Manager with all elements of the delivery and relationship management.
- Line management the team of support workers operating from the Boathouse or Apex sites. Support the recruitment and induction of new staff. Supporting them to ensure their performance is to a high standard of service at all times, and ensuring supervision, team meetings, and reflective practice supervision is prioritised.

- Role model the behaviours expected, creating a positive, asset-based culture across the whole site
- Work with the Project Managers and other Senior support workers to compile the weekly schedule to ensure appropriate staff cover across both sites
- Ensure that supervision, team meetings, reflective practice, and team days are prioritised and take place in accordance with agreed standards and OC's People Strategy.
- Deputise for the Project Manager on occasion

General

- Participate in relevant continuing professional development and utilise Reflective Practice Supervision as part of leading Trauma Informed practice
- At all times comply with OC policies and procedures (including Safeguarding, Data Protection and Equality and Diversity) and abide by the Code of Conduct
- To ensure confidentiality and safe storage of information and GDPR.
- To promote inclusion and diversity
- Any other duties as required by the charity