

# Outreach Student Advocate

## Job Title

Outreach Student Advocate

## Reports to

Head of Foundation; Outreach SEN teacher;

## Liaison with

Outreach Team; On-Site Hub Teams;  
Senior Emotional Wellbeing Coordinator

## Core Purpose

- To work in partnership with outreach team to support learning for students who are educated off-site for all or part of the time in line with the aims of the students' EHCPs and the foundation curriculum, codes of practice, policies and procedures.
- To support the induction of all students into the foundation, working with the outreach teacher and identified on-site hub staff
- To provide specialist/skilled support to students with specific needs

## Duties

- To work as part of the outreach team with individuals or small groups of students under the direction of teaching & learning and/or emotional wellbeing teams
- To understand specific learning needs and styles and provide differentiated support to students individually and within a group
- To implement planned learning activities as agreed with the outreach teacher, adjusting activities according to students' responses as appropriate
- To establish positive relationships with students across the foundation
- To provide feedback to students in relation to attainment and progress under the guidance of the teacher
- To support students with activities which support skills for life, including literacy and numeracy where appropriate
- To support the use of technology in learning and develop students' competence and independence in its use
- To be involved in planning, organising and implementing IEP/EHCPs, including attendance at, and contribution to, reviews
- To promote the inclusion and acceptance of all students, ensuring access to learning and content through appropriate clarification, explanation and resources
- To promote student empowerment in line with foundation policies and help keep students focussed on their experience
- To participate in planning and evaluation of learning activities with the teacher, writing reports

and records as required to support qualification specifications

- To monitor and record student responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher
- To take an active role in the preparation, maintenance and control of stocks of materials and resources
- To support learning by selecting appropriate resources/methods to facilitate agreed activities
- To attend to students' personal needs including help with social, welfare and health matters, including minor first aid
- To liaise with staff and other relevant professionals and provide information about students as appropriate
- To assist with the display and presentation of students' achievements where appropriate
- To assist with escorting students on educational visits

### **General**

- To participate in the performance management process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To ensure that all duties and services provided are in accordance with the Foundation's Equal Opportunities Policy
- The Executive Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head of Foundation to carry out appropriate duties within the context of the job, skills and grade