



Job Description

Outreach Development Tutor (Full-Time Position)

Full Time Salary: £22,000 - £29,000 per annum

Location: Pan London

Reporting to: Project Manager/Outreach Development Tutor

Purpose: To mentor and support young people in Alternative Provision (AP) and Pupil Referral Unit (PRU) that are at risk of becoming NEET to remain and succeed in education.

Mission Statement: To deliver the best quality provision of support and education to help young people thrive in their challenging environment.

Job Background

The Write Time (TWT) Outreach and Development Tutor (ODT) work as part of the Youth, Education, Employment and Skills team and utilise an innovative approach to deliver early intervention to support young people who are at risk or involved in youth violence/gang affiliation. The ODT will support the young people into sustained employment, training or education opportunities.

The central focus of the role is to work with the ODT and prepare the young person to progress to further education/college, traineeships or apprenticeships and ensure they do not become NEET (not in education, employment or training) or support clients whilst they are in some form of education, training or employment.

The ODT will develop and maintain positive and strategic relationships with the ODT, clients, employers and educational establishments, and ensure this service for young people is delivered to the highest possible standard.

Main Objectives:

- Work with young people with multiple barriers, such as low self-esteem, lack of confidence, mental health issues, under-performing in school and at risk/involved in gang-affiliated behaviour, and provide an innovative programme of support that provides personal, social and educational development, and which enables young people to access further education or employment for a minimum period of 26 weeks.
- Deliver motivational and inspirational sessions that lead to positive behaviour change in young people while providing accredited and non-accredited training for work readiness.
- Evaluate and monitor young peoples' achievements in line with the contractually agreed reporting guidelines and requirements of the programme.
- Provide a package of wrap-around support tailored to meet young peoples' needs: including joint delivery with partners, in-house provision of learning, and/or supported referral to specialist providers geared towards sustaining young people within EET provision.

Key Tasks & Responsibilities:

- Provide practical, empathetic intervention and encouragement to influence positive change within clients through mentoring/coaching and group work which advances and improves academic achievement and supports young people to realise their potential.
- Identify young peoples' issues that are affecting their ability to maximise their futures and initiate and sustain strategies/programmes of support that assist young people to overcome these barriers.
- Support young people in the final phase of their sustainment in education, training or employment.
- Maintain excellent communication and strategic relationships with partners and key stakeholders.
- Provide tailored information, advice and guidance to young people within structured group situations, delivering against an agreed curriculum and through one to one sessions.
- Devise appropriate and sensitive action plans to support young people through each stage of the client journey, including individual meetings, phone calls and other intensive forms of support such as home visits.
- Participate in high quality session planning to meet the needs and interests of the young people, and project aims, and objectives as set out by the project funding agreement.
- Work with the line manager and colleagues to design programmes of work that are focused on the achievement of funders' targets: such as the number of young people progressed and sustained in education, training or employment.
- Ensure the maintenance of internal electronic and hard copy information systems that record relevant client outcomes and support the requirements of funders and partners.
- Facilitate the participation of young people in the planning, development, design and implementation of all programmes available to them.
- Compose written debriefs after each contact sessions with the client, as part of their regular reviews
- Provide activities after school hours, and on weekends and holidays for the duration the client is on the programme.

In Common with other staff:

To read and support all The Write Time policies including safeguarding and equal opportunities and to work actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status in our services.

To carry out all duties in accordance with Health & Safety and safeguarding requirements.

To ensure that the highest standards are provided at all times.

Promote a vibrant culture with an uncompromising commitment to excellence and fully integrated support and development services, reflecting the needs of those accessing the service.

To work as a part of a multi-disciplinary team that works with young people to help identify and meet their personal, social, learning and work needs

Follow the lead from line management to ensure that all performance and contractual targets are met and exceeded ensuring that all client data is recorded in a timely and accurate manner.

Your approach to work should demonstrate and reflect The Write Time's values.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the line manager, within the grading level of the post and the competency of the post holder.