

Post 16 Lead – Student Mentor role Feb 2024

Purpose of the job

The Post 16 Lead supports the Project Manager to ensure the effective daily operations of Oarsome Chances Post 16 programme offer at our (Havant) Apex Centre. Providing high quality, safe, welcoming, and secure educational offer for young people at a Post 16 level and managing responsible for quality delivery of a registered Post 16 offer.

Working directly with a group of young people to access Oarsome Chances Post 16 programme. You will be an advocate for their voices as they progress towards their futures. Each young person will need to have an individual tailored plan around their education including home based and community focused elements.

Manager – Project Manager - Havant

Role Responsibilities

Service Provision

- With the Project Manager, ensure the smooth daily operations of the Post 16 service in accordance with the service specification and Oarsome Chance policies and procedures.
- Champion the support of young people with complex needs who deserve the opportunity to access vocational and practical learning at Post 16 level.
- Develop and maintain collaborative working relationships and excellent partnership working skills with other agencies, social workers and colleagues to deliver learning outcomes.
- Ensure the Apex is safe, welcoming and secure, and staff are visible.
- Oversee the Post 16 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 Post 16 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 Post 16 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 and colleague to ensure the team operates using safeguarding best practice and timely and pro-active risk management and consistency in approach across all sites.
- Oversee the offsite process and risk assessment process for Post 16 students attending enrichment sessions or work experience/industry visits.
- Ability to evaluate progress and help young people see the journey they are on and progress they are making.
- Support Post 16 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 Post 16 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.
- Oversee the completion of PEPs and be responsible for the timeliness and quality of such documents.
- With the Project Manager ensure effective income collection for students attending OC's Post 16 programme
- Ensure effective administrative, including maintaining students records and safeguarding alerts on CPOMS, logging maintenance requests with the relevant site contacts, managing petty cash and organising banking, where required with the Office Manager
- To account for weekly budget spends working with OC Admin team and Project Manager

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
- Excellent communication skills and interpersonal skills (verbal and written), with the ability to successfully influence and negotiate effective outcomes for young people
- To ensure confidentiality and safe storage of information and GDPR.
- To promote inclusion and diversity
- Any other duties as required by the