

SEE

School Based Youth Worker

Applicant Information Pack



CARING

NURTURING

LEARNING

WELCOME TO SEE...

SEE Oldham is an independent school that has two sites, one based in Oldham and the other in Ashton (Tameside). We cater for small number of young learners aged 11-16 (Year 7 to Year 11 secondary school-aged pupils) who find it difficult to cope and maintain their place within a mainstream school environment. We welcome learners from Tameside, Oldham, Rochdale and Manchester.

SEE (Oldham) is a school that helps develop and nurture those learners who have social, emotional and mental health needs (SEMH) and can struggle in a mainstream environment.

SEE (Oldham - Portland) is a school that helps develop those learners who may have previously presented with challenging behaviour by offering a nurturing, holistic style to learning.

Our approach to education is both inclusive and personalised. Our school provides a small, supportive setting where each learner's individuality is respected and their growth and resilience are our priorities. We are deeply committed to creating environments that foster safety, acceptance, and encouragement, allowing learners to feel valued and supported as they take steps toward their personal and academic goals.

Staff members play an essential role in supporting each learner's journey by building strong relationships, recognising their unique strengths, and meeting them where they are. The work we do is deeply rewarding, but it also requires compassion, creativity, and resilience. We are a proud group of dedicated professionals who share a commitment to nurturing and empowering young people with social, emotional, and mental health (SEMH) needs. Our team is a collaborative and supportive community, with a shared sense of purpose that truly transforms lives.

Thank you for considering joining our team. We are looking for individuals who are not only skilled educators but also empathetic, adaptable, and driven by a passion for helping children succeed. We are also looking for individuals keen to undertake personal growth through training and development. **If this sounds like you, we warmly invite you to apply and join us in making a difference.**

‘TOGETHER WE CAN DO GREAT THINGS’

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OUR AIM

- Every learner has a current, broad and suitable curriculum experience
- Every learner enabled to become engaged citizens in their communities
- Every learner equipped with resilience, skills and knowledge to make informed post-16 education and future employment choices
- Every learner enabled to take their next steps into adulthood.

OUR ETHOS

SEE is small for a reason; to ensure our learners get the personalised, accessible education they deserve, help develop their resilience and gain suitable life-skills within a nurturing, caring, safe and supporting environment away from the demands and rigor of mainstream schooling.

Our learners are at the centre of our approach to all that we do; the broad curriculum we offer, the personalisation of the learning, the focused individual support within the classroom along with the dedicated pastoral support that goes along side. All aspects of our learners are considered when developing their education and support programme.

OUR VALUES



CARING - We see each learner as an individual, tailoring everything to their resilience, development, progress and well-being.



NURTURING - In our small environment, we guide learners to take pride in their accomplishments with staff who really care for them.



LEARNING - Experienced staff guide learners via a personalised programme of an appropriate level and pace.

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Job title:	School Based Youth Worker
Directly responsible to:	Pastoral Coordinator/Pastoral Support Officer
Salary:	Up to £24,000 per annum (dependent on experience)
Hours:	Term time only
Contract type:	Permanent
Location:	SEE (Oldham), Oldham and SEE (Portland), Ashton-under-Lyne

Aims of the post

The School-Based Youth Worker will provide targeted pastoral, emotional and engagement support to learners aged 11–16, particularly those requiring bespoke provision, those at risk of disengagement, or those experiencing barriers to attendance and education.

The post-holder will build positive relationships with learners and families, helping young people to overcome challenges, improve engagement, develop resilience and successfully access learning opportunities within school and the wider community.

The role will combine youth work, mentoring, attendance support and pastoral intervention to ensure learners receive an individualised package of support which promotes positive outcomes.

Key Responsibilities

- Build positive and trusting relationships with learners who require additional support.
- Deliver targeted interventions to improve attendance, engagement and wellbeing.
- Support learners accessing bespoke timetables, alternative provision or personalised programmes.
- Carry out mentoring and pastoral support sessions on a 1:1 and small group basis.
- Work closely with families to identify and overcome barriers to school attendance and engagement.
- Support learners during transitions, reintegration programmes and key stages of their education.
- Liaise with external agencies and professionals to ensure coordinated support.
- Monitor, record and report on learner progress and engagement.
- Promote positive behaviour, resilience, independence and personal development.

Main Duties

- Provide daily pastoral and emotional support for identified learners.
- Undertake attendance support activities, including home visits where appropriate.
- Develop action plans and support strategies for learners experiencing difficulties in school.
- Support learners during lessons, social times and educational visits where required.

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- Deliver activities focused on wellbeing, confidence, communication and life skills.
- Work alongside teaching, safeguarding and pastoral teams to implement support plans.
- Contribute to reviews, meetings and multi-agency discussions.
- Maintain accurate records of interventions, support provided and learner outcomes.
- Support learners in accessing curriculum activities and achieving their individual targets.
- Act as a positive role model and advocate for young people.

General Duties

- Participate in team meetings, training and professional development.
- Follow all school policies including behaviour, safeguarding, attendance and equality.
- Maintain appropriate professional boundaries and confidentiality.
- Undertake additional duties appropriate to the role.
- Promote the values and ethos of SEE at all times.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding and welfare of all pupils within the school.

This job description will be reviewed where appropriate and may be subject to amendment or modification at any time after consultation with the post holder.

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of SEE (Oldham) in relation to the post holder's professional responsibilities and duties.

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PERSON SPECIFICATION – LEARNING SUPPORT ASSISTANT

Person Specification	Essential	Desirable
Experience		
Experience working with disaffected young people (minimum of 2 years)	✓	
Safeguarding experience and awareness of professional boundaries when working with young people	✓	
A track record of working with a variety of partners and stakeholders	✓	
Experience of leading activities with young people	✓	
Experience delivering mentoring, youth work or pastoral interventions	✓	
Experience working within an educational setting		✓
Special Abilities		
Ability to work with young people who have challenging behaviours	✓	
Ability to work as a team member	✓	
Ability to develop good, collaborative working relationships with learners, parents, colleagues and outside agencies	✓	
Ability to remain calm and professional in challenging situations	✓	
Strong organisational skills, with structured approach, ability to be flexible and responsive with a focus on results	✓	
Awareness of current issues relating to young people	✓	
Ability to relate to young people from all backgrounds	✓	

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Other Job Specific Requirements

Commitment to the School's Equal Opportunities Policy and acceptance of your responsibility for its practical application.	✓	
Good attendance and timekeeping record.	✓	
Full UK Driving Licence and access to a vehicle		✓
Ability and willingness to respond quickly to the changing needs of the learners and school on a short- and long-term basis by being a flexible worker.	✓	
Ability to work in line with school policies and meet school national standards.	✓	
Ability to work on one's own initiative, balance competing priorities and organise a work schedule	✓	

Education and Training

Good standard of literacy and numeracy	✓	
Relevant Youth Work, Education, Health & Social Care or related qualification		✓
Willingness to participate in Training, Professional Development Opportunities.	✓	
Evidence of education/training to the minimum standard of NVQ3 or equivalent		✓
Evidence of further training or experience in a related field.		✓

SEE is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. This post is subject to a safer recruitment process, including the disclosure of criminal records through enhanced DBS checks and completion of appropriate vetting checks. We promote safer working practice across our education provisions, and all successful employees and volunteers will be expected to share this commitment.

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BENEFITS OF WORKING AT SEE

OUR TEAM ARE PASSIONATE ABOUT SUPPORTING YOUNG LEARNERS AND MAKING A DIFFERENCE. THE BENEFITS PACKAGE WE OFFER STAFF TO SUPPORT THEM IN DELIVERING THEIR CRUCIAL ROLE INCLUDES:



ANNUAL LEAVE - ALL OUR STAFF ENJOY THE BENEFITS OF WORKING TERM-TIME ONLY, DESPITE BEING PAID 52-WEEKS A YEAR. WE BELIEVE THE ABILITY TO REST AND REFRESH CONTRIBUTES MASSIVELY TO DELIVERING A QUALITY EDUCATION FOR OUR LEARNERS AND STAFF WELLBEING. STAFF WILL BE EXPECTED TO WORK AN ADDITIONAL TWO INSET DAYS OUTSIDE OF TERM-TIME, AND 2-3 "KEEPING IN TOUCH DAYS" DURING SUMMER HOLIDAYS.



PENSION - AFTER ONE MONTH, WE WILL AUTOMATICALLY AUTO-ENROL YOU INTO THE SEE PENSION SCHEME RUN BY "NEST" AND INCLUDES A MONTHLY EMPLOYER CONTRIBUTION BY SEE (CURRENTLY 6%), MATCHED BY YOUR OWN CONTRIBUTION. YOU WILL HAVE THE OPTION TO OPT OUT OF AUTO-ENROLMENT ONE MONTH AFTER REGISTERING.



OCCUPATIONAL SICK PAY - SEE SEEKS TO SUPPORT OUR TEAM MEMBERS WHEN THEY HAVE PERIODS OF SICKNESS AND ONCE YOU HAVE BEEN THROUGH THE 6-MONTH PROBATIONARY PERIOD YOU ARE ENTITLED TO OCCUPATIONAL SICK PAY EQUIVALENT TO 1-MONTH FULL PAY AND 2 MONTHS' HALF PAY. THIS ENTITLEMENT INCREASES IN LINE WITH YEARS OF SERVICE.



LEARNING & DEVELOPMENT - WE OFFER WIDE AND DIVERSE LEARNING OPPORTUNITIES TO ENABLE YOU TO FLOURISH AND REACH YOUR FULL POTENTIAL. WE BELIEVE TRAINING AND DEVELOPMENT ARE PARAMOUNT TO RETAINING STAFF AND OFFERING A CONSISTENT AND QUALITY EDUCATION TO OUR LEARNERS.



HEALTH CASH PLAN & EMPLOYEE ASSISTANCE - WE PROVIDE LEVEL 1 VIA MEDICASH, AND THIS INCLUDES COVER FOR DENTAL, OPTICAL, CONSULTATIONS, COMPLIMENTARY THERAPIES, ALTERNATIVE THERAPIES, CHIROPODY, PRESCRIPTIONS AND HEALTH SCREENING. OTHER BENEFITS INCLUDE 24/7 HEALTH & STRESS RELATED HELPLINE, DISCOUNTED HEALTH CLUB MEMBERSHIP AND DIGITAL PHYSIOTHERAPY BY PHIO.



BIKE2WORK SCHEME - SAVE UP TO 48.25% ON A BIKE AND ACCESSORIES (NO CREDIT CHECK REQUIRED). COST IS SPREAD OVER WEEKLY/MONTHLY INTEREST FREE PAYMENTS (VIA SALARY SACRIFICE).

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HOW TO APPLY:

Complete the application form on our website SEE Oldham - Vacancies. When completing the application form, it is important you:

- Include all your employment and education history, plus any qualifications gained. Any gaps in your employment history will need to be explained
- Refer to the job description/person specification and detail how you can evidence the criteria
- Contact office@seeoldham.co.uk if you have any issues applying
- Ensure you can confirm your identity and obtain proof of your right to work in the UK.
Unfortunately, we are currently not able to support visa applications
- Provide proof of all essential qualifications detailed in the person specification
- Complete an Equal Opportunities Form. Please be assured this is not part of the application process and will be removed prior to the shortlisting process. The data we obtain from these forms is analysed to support our commitment to equal opportunities, and the information will help guide our recruitment strategies

AND FINALLY, SEE WHAT OUR NEWEST STAFF SAY ABOUT WORKING FOR US...

“SINCE JOINING SEE OLDHAM, I HAVE JOINED A FAMILY. A WELCOMING, NURTURING ENVIRONMENT WHO CARE ABOUT LEARNERS/FAMILIES/STAFF MEMBERS WELLBEING ON A DAILY BASIS. IT'S ONE OF MY HAPPY PLACES.”

“I HAVE JOINED A LOVELY TEAM OF PROFESSIONAL AND QUALITY STAFF. I AM INSPIRED BY MY COLLEAGUES AND ENJOY THE DAY-TO-DAY EXPERIENCES WITH THE LEARNERS.”

SEE (OLDHAM) ARGENT HOUSE SHAW ROAD OLDHAM OL1 4AW	SEE (PORTLAND) PORTLAND BASIN WELBECK STREET SOUTH ASHTON-UNDER-LYNE OLDHAM OL6 7QZ	TEL: 0161 383 8303 OFFICE@SEEOLDHAM.CO.UK WWW.SEEOLDHAM.CO.UK WWW.LINKEDIN.COM/COMPANY/SEE-OLDHAM REGISTERED COMPANY No: 14445887 DfE REGISTERED No: 353/6010
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