



Olive Academies

# Outreach Coordinator

Olive AP Academy – Havering

- £33,165 - £36,081 including Outer London Weighting
- Local Government Pension Scheme
- OA benefits package

To arrange an informal discussion or to visit the academy, please phone 01708 478892

[Apply now](#)

*Olive Academies is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. To this end, both an Enhanced Disclosure and Barring Service check and a Barred List check are required for this role. We particularly welcome applications from under-represented groups.*

# About Olive AP Academy – Havering

Based in the London borough of Havering, our academy specialises in alternative provision and special educational needs, supporting up to 50 pupils for whom traditional teaching methods have not worked. Students join us following permanent exclusion from a mainstream school or due to medical needs, or social, emotional and mental health needs, that prevent them from attending a mainstream setting.

Our mission is to provide our pupils with creative, nurturing and inspiring opportunities which re-engage them in learning. By providing a safe and engaging environment, we endeavour to remove barriers and promote the opportunity for students to excel and reach their full potential. We provide a broad and ambitious curriculum, catered to the needs of each individual, delivering the knowledge and skills that our pupils need to succeed in education and beyond. The fundamental principles of our curriculum are:

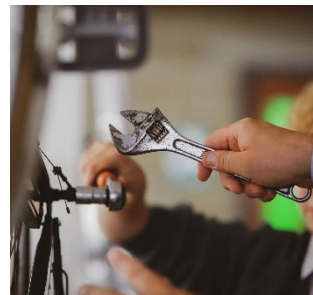
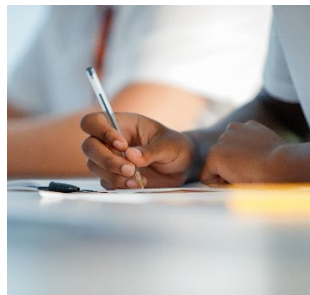
- Giving students real-world experiences.
- Creating a pathway to post 16 education, employment or training.
- Delivering outstanding learning and teaching.
- Offering rigorous and high-quality critique and feedback of students' work.
- Developing dynamic leadership – including staff and student leadership.
- Maintaining a culture of respect.

Working in alternative provision can be challenging but with it comes great rewards. This is your chance to improve the education, and lives, of some of the most vulnerable children and young people in London.

If you have the experience and enthusiasm to make a lasting difference to the students we support, we would love to hear from you.

Thank you for your interest.

**Tony Machin**  
**Head of Academy**



"Olive Academies is far removed from any mainstream setting. It allows for a **contemporary approach** to teaching and **supporting the individual** and diverse needs of young people. "

"I like the fact that **leaders are open-minded** and always **happy to listen.**"

"Working at Olive Academies is such a **rewarding opportunity**, supporting students with complex needs and **making a difference** in their lives where lots of people have given up on them."

"This is such a **special and unique** place to work."

"I love the **flexibility** that comes with working here. You can **tailor the curriculum** to suit the needs of each student. The young people we support experience many obstacles in their life and it is such a good feeling seeing students overcome these to **succeed in their learning.**"

# Job description

We are looking for an experienced outreach coordinator who will:

- work closely with the assistant headteacher to develop, organise and deliver our outreach programme.
- work with local mainstream schools, sharing expertise and mentoring staff to support students at risk of permanent exclusion.
- coordinate the academy's outreach programme, including referrals, planning and delivery of programmes, together with reporting and review of outreach programmes commissioned and delivered.
- work closely with the assistant headteacher and the Senior Leadership Team to attend meetings with local headteachers and local authority managers, communicating about the academy's outreach offer, including the types of pupils suited to our programme and the processes for making a referral.
- liaise with inclusion senior leaders to identify needs and criteria for referral and to make decisions about pupils to offer outreach places to.
- support with delivering the outreach programme, working with mainstream local schools, sharing expertise and mentoring staff to support students at risk of permanent exclusion.
- undertake initial assessment, learning agreements and IAEPs for all pupils accepted onto the outreach programme, including liaising with pupils' families and nominated staff at the home school.
- organise, plan and run effective outreach programmes with outreach colleagues, aligned with the trust's model and commissioners' requirements.
- lead meetings and collaborations with pastoral teams, the Senior Leadership Team and parents/carers to plan and review outreach support.
- ensure up-to-date records are maintained throughout each outreach programme, including before and after assessments, information from the home school, progress reports as the programme proceeds, and outreach impact measures and ensure these are shared with schools.
- develop outreach data reporting to ensure constant student progress.
- coordinate aftercare opportunities for the students.
- ensure OA safeguarding and health and safety policies and procedures are followed at all times, as well as any additional procedures and requirements of outdoor centres and other settings used during the programme.
- participate in discussions to further develop the OA outreach model and offer across the trust and its academies
- under the guidance of the Senior Leadership Team, coach a group of students, mentoring them through their time at the academy

*Note: The duties above are neither exclusive nor exhaustive and the post holder may be required by the head of academy to carry out appropriate duties within the context of the job, skills and grade.*

# Person Specification

Measurements: A = Application, I = Interview, R = Reference, T = Task

## Qualifications and Training

Level 2 Mathematics and English or equivalent	A	Essential
A levels or equivalent	A	Essential
Evidence of CPD which enhances classroom practice	A	Desirable

## Experience

Experience working in a school or college setting supporting the learning of young people	A	Essential
Effective and systematic behaviour management, with clear boundaries, sanctions, praise, and rewards.	A, I	Essential
Experience of supporting all aspects of inclusion to successfully meet the needs of pupils with complex special educational, social and emotional needs.	A, I	Essential
Experience of working collaboratively with others.	A, I, T	Essential
Experience of SEMH pastoral /student support	A, I	Desirable

## Knowledge

An understanding of a range of special needs, especially SEMH, ASD, ADHD and SpLD	A, I	Desirable
An understanding of disadvantage and working in challenging environments	A, I	Essential
Up-to-date knowledge of specialised curriculum for children with SEMH	A, T, I	Desirable

## Skills and Abilities

Strong analytical, strategic, interpersonal and thinking skills	A, T, I	Essential
Ability to support students with literacy and numeracy.	A, T, I	Desirable
Excellent interpersonal and communication skills, and the ability to form strong relationships with all stakeholder groups (pupils, parents and carers, colleagues, external agencies, wider community etc.)	A, T, I, R	Essential
Ability to reflect and self-evaluate	A, I, R	Essential

## Personal Aptitude

Personal and professional resilience in the face of challenging situations	A, I, R	Essential
Self-motivated, productive, diligent, and thorough	A, I, R	Essential
Commitment to an open, collaborative style of management	I	Essential
Concern for the development of colleagues and members of the wider school community	I	Essential
Commitment to your personal and professional development and that of all staff	A, I	Essential
Convinced of the transformative nature of excellent education	A, T, I	Essential
Empathy with the needs of children	A, T, I	Essential
Commitment to the safeguarding of vulnerable young people	I	Essential
A personal commitment to promoting inclusion, diversity and access	A, I	Essential
A commitment to the vision, values, aims and objectives of Olive Academies	A, I	Essential

# **Transform young lives with Olive Academies Trust**

Thank you for your interest in working with Olive Academies.  
We look forward to receiving your application.

[Find out more and apply.](#)

   [oliveacademies.co.uk](https://oliveacademies.co.uk)