

JOB DESCRIPTION - Fixed term post until July 2026 in the first instance

ROLE TITLE: Schools Pathway Intervention Worker

REPORTING TO: Sian Jones, Programme Manager

LOCATION: Home and school-based role (Schools in Elmbridge, Woking and Guildford)

HOURS: 30 hours per week (Term Time including 2 weeks – 46.6 weeks per year with holiday pay)

SALARY: £13.19 per hour. Pro-rata £18,440 – 30 hours a week (FTE £24,692)

DIRECT REPORTS:

CLOSING DATE: 13 December 2024

INTERVIEW DATE:

Surrey Care Trust is a local charity that helps people to improve their skills for life, work and learning through counselling, education, mentoring and volunteering. Our programmes support disadvantaged families in improving their chances in life. Through our programmes we are enabling people throughout Surrey to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances.

We offer a broad range of programmes - support for families and their children at our **Spelthorne Family Centres**; offering vulnerable and challenging young people an alternative approach to education at our **STEPS** learning centre; a free and independent youth **counselling** service for young people aged 16 – 25; **mentoring** young people and adults to help them gain confidence and make positive changes; improving mental health and wellbeing through **Steps2Work Wellbeing** and our nurture through nature programme at **Gateway** and **Outside and Active**; working to bring the community together and taken action on local issues with our **Stanwell Community Group** project; supporting 18-24's into employment through **Steps2Work** in Woking; and creating a different environment for people to learn new skills and give something back to society on our **Swingbridge Community Boats**.

Our Vision

We are the local charity working with volunteers, to make Surrey a place where vulnerable people have the opportunities, skills and support they need to achieve their potential.

Our Mission

We are breaking the Cycle of Disadvantage in Surrey by equipping vulnerable people with the skills and confidence they need to change their lives, and their futures.

Surrey Well-Being Partnership SWP (SWP)

SCT is a partner of the Surrey Wellbeing Partnership contract with Surrey and Borders Partnership (SABP) to deliver a co-ordinated programme in primary schools in Elmbridge, Woking and Guildford. This is part of the early intervention aspect of MindWorks funding and supports young people aged 8 – 10-year-olds.

Overall purpose of the role

Your role will develop and deliver the Schools Pathway programme within the Wellbeing team working with young people aged 8 – 10 years in primary schools. You will deliver structured group work to the young people over 10 weeks developing social and communication skills, reduce isolation through friendships and overall anxiety; building their confidence and self-esteem. You will manage a bank of volunteer mentors who will be matched with young people at the end of the course and refer young people to relate counselling for further support.

Duties and Responsibilities

- Assist in developing and delivering the Schools Pathway programme across the targeted boroughs and in line with the programme targets and ambitions
- Establish and develop relationships with schools and other agencies to represent Surrey Care Trust and implement the programme.
- Assist in planning and delivering teaching sessions that promote positive mental health, social language and interaction and align with the programme objectives
- Build relationships, and support the emotional wellbeing of the children, with high quality teaching and learning to achieve the learning objectives of the sessions and course.
- Reflect, evaluate and build on learning and feedback to seek ways to enhance the Schools Pathway programme to best meet the children's needs
- Work with mentoring colleagues, volunteers and other organisations to refer a number of the children onto mentoring and counselling (specifically through Relate), linking in with the school, parent and organization in the best interest of the child.
- Link in with parents/carers as required, whether that be within the Schools Pathway programme, mentoring programme or through the Wellbeing programme to support the child's mental health and wellbeing.
- Monitor Safeguarding concerns and report to assistant manager/manager, ensuring information sharing protocol is followed and adhered to, and ensure correct documentation and communication with the relevant staff.
- Liaise with assistant project manager to ensure referrals are suitable
- Organise, with other programme staff, the activity days for the children as part of the programme and help ensure children can access these days.
- Ensure data is captured and recorded as required for the funder and for the wider Trust to demonstrate impact.
- Attend and contribute to multi agency meetings as required, e.g. Team Around the Family.
- Attend relevant training and networking events to enhance the programme and its development.
- Attend, lead and support mentors and support groups as required.
- Match volunteer mentors with young people as part of the ongoing offer.
- Promote the vision, values and aims of The Surrey Care Trust
- Any other duties commensurate with the role.

Person Specification

ESSENTIAL	DESIRABLE
Education, Training and Work Qualifications	
A Level standard or equivalent	National recognised relevant qualification e.g. youth work, teaching, counselling or psychology. Degree level or equivalent

Excellent presentation skills and confidence in working with primary age children	Teaching qualification or certificate
A willingness to attend mental health training with an understanding of the issues that impact on children's mental health	Trained in First Aid Mental Health or other mental health specific training
Relevant Experience	
Experience of working with young people	Experience of working with professionals supporting young people, using motivational interviewing and solution focused techniques
Experience of working in an organisational, project or administrative capacity	Experience of working in a charity, with volunteers or within education
Good standard of computer literacy including Microsoft Office at intermediate level	
Able to implement projects, including written lesson plans in line with the programme	Previous experience of teaching young people
Knowledge	
A commitment to and recognition of the importance of safeguarding young people	An understanding of the Surrey Multi Agency Safeguarding Hub and Family resilience
An understanding of the social, emotional, anxiety within neurodiversity	Experience of dealing with children presenting with neurodiverse traits
An understanding of recognising the need for assessment, planning, intervention and reviewing in a restorative way in relation to supporting young people	An understanding of Child and Family Assessments and Early Help Assessments
Experience of working with or supporting young people with mental health issues.	An understanding of mental health issues
An understanding of emotional, social, social media and level of risks with young people	
Skills and Expertise	
Able to relate confidently to both adult volunteers, parents and young people	
Excellent planning, administrative and organisational skills	
Strong verbal and written communication skills	
Flexible in approach, using initiative, prioritise own workload without day-to-day supervision and work remotely	
Demonstrate a high level of professionalism and initiative when making decisions	
Good listener and a passion for young people to thrive	
Car driver with full licence	

An enhanced DBS is required for this role.

The role will involve travel to schools and some home working.

For an initial discussion about this role please contact
Sian Jones on sian.jones@surreycaretrust.org.uk or Phone 07765257022

To submit an application please complete an application form and send it to recruitment@surreycaretrust.org.uk
– Closing date for applications is **enter closing date**