



SCHOOLS PROGRAMME LEADER JOB DESCRIPTION & PERSON SPECIFICATION

The **RJ Working team** uses restorative practice to engage young people and children in better looking after themselves and each other, through innovative group training in Cornwall's Schools and Colleges. We also train adults working in the education sector to support young people taking the lead in Restorative Practice development.

Our Mission

Restorative Practice equips young people, children and families with the principles, language and confidence to build more compassionate and fairer communities. It's a way of encouraging creative responses to conflict and harm, through understanding and valuing difference. Our mission is to support school and college communities, and most importantly young people across Cornwall, to introduce and use Restorative approaches, and practice Restorative skills and knowledge.

Our Vision

We believe that every child and young person deserves to learn Restorative principles and language, to support them at school, at home, in everyday life and in their future workplace.

Our Values

As a Restorative organisation we aspire to

- mutual respect & responsibility in all internal & external relationships
- actively prevent, address and repair harm
- continuous learning and development of communication and problem-solving skills

Our Ripple Effect Programme involves two of our team working intensively over three days with ten young people and two of the adults in their school. The programme provides a structured framework for social and emotional learning based on Restorative Practice. The young people learn about themselves and each other and take increasing levels of responsibility, potentially changing their relationship with authority. We seek a diverse group of participants with a variety of lived experience and invite them to talk about a range of issues relating to inclusion and exclusion, building their potential for teamwork, coaching younger students, and leading Restorative Practice development in their School community.

The Schools Programme Leader will

Report to and work closely with our CEO / Restorative Practice Lead supported through weekly informal and monthly formal supervision.

Contract Type: Fixed-term, 22.5 hours per week from October 2019

Term: Two years (potentially extended if further funding is secured)

Salary: £16,200 pa actual, 0.6 FTE (the equivalent of £27k full-time)

Work Base: Tremough Innovation Centre, Penryn Campus plus regular travel to other parts of Cornwall where services are delivered

Annual leave: 17 days paid incl bank holidays, commensurate 0.6, taken in school holidays.

Role Purpose:

- Planning, development, delivery and evaluation of our Ripple Effect Programme in Secondary Schools and FE Colleges.
- Showing the difference our Ripple Effect Programme makes for Cornwall's young people and their School / College communities

Key Role Responsibilities:

1. Deliver a range of training for young people (13-18) and adults, co-working with different members of the RJ Working team.
2. Support culture change in schools away from punishment and towards personal accountability and inclusion
3. Act as an ambassador for Restorative Practice in school communities: staff, students, parents, and neighborhoods.
4. Build understanding for short-term and long-term relationships to support young people's leadership, teamwork and coaching of others.
5. Prioritise awareness of potential risks faced by children and young people and know how to communicate these as required by our Safeguarding Policy.
6. Recognise the risks of inequality, stereotyping, prejudice and discrimination, and the value of addressing these issues explicitly.
7. Creatively engage and involve young people in co-design of evaluation and success criteria and understand the relevance for their ownership of restorative processes.
8. Develop, monitor and oversee clear workable evaluation systems using words and numbers to show meaning and progress. Integrate with Programme delivery.
9. Work collaboratively with other team members to communicate and publicise successes through marketing and social media
10. Manage information carefully and in keeping with our various relevant policies and the principles of data protection and confidentiality.
11. Manage resources carefully (eg. time) and contribute to financial processes as required.
12. Report quarterly to the RJ Working Board of Directors, using an agreed framework.

Induction and initial training will be provided. Specific objectives will be agreed annually.

For further information and to view our Safeguarding and Equalities Policies please see our website www.rjworking.co.uk

To arrange an informal phone discussion email deborah@rjworking

Additional requirements:

This post requires ability to travel to various locations in Cornwall

This post is subject to an enhanced DBS check.

| Person Specification: Skills, Knowledge and Experience | |
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| Essential | Desirable |
| 1. Minimum of 2 years' relevant experience for working with young people (13-18) in groups, to facilitate growth and learning | Recognised qualification Experience and knowledge of the education sector and/or VCSE sector work. |
| 2. Ability to understand and focus on young people's views and experience and work well with colleagues and partners. | Lived experience of complexity. Evidence of understanding diverse viewpoints and sharing understanding to mutual benefit. |
| 3. Ability to develop clear, workable, evaluation systems for developing organisational practice and learning. Ability to monitor, analyse and routinely improve service delivery outcomes. | Strong working knowledge of Word and Excel, Powerpoint, SurveyMonkey, and Mailchimp. Working knowledge and experience of the principles and purpose of evaluating services |
| 4. Use of initiative to solve problems, negotiate with others and make improvements to achieve the best possible outcomes for young people. | Capacity to demonstrate flexibility and adaptability. Understanding links between training and facilitating groups |
| 5. A creative approach to partnership with young people and to creatively promoting evolution of their school culture. | Confidence to facilitate discussions with young people and school staff about authority and 'the rules', accountability and inclusion. |
| 6. Proven experience of teamwork and showing commitment to team values. Attending to wellbeing of self and others. | Capacity to demonstrate commitment to valuing different perspectives, attitudes and backgrounds. |
| 7. Strong verbal and written communication skills. Clear professional boundaries and commitment to building and maintaining positive relationships | Experience of communicating with different stakeholders & audiences |
| 8. Evidenced responsibility for your work and your own development. Including numeracy and financial awareness. | Evidence of pride, enthusiasm and reliability, ability to reflect realistically on own practice & others for learning via feedback and review. |
| 9. Good standard of English and Maths Knowledge of IT systems and social media | A-C GCSE Maths and English & demonstrable IT abilities including Facebook & Twitter |
| 10. Strong understanding of confidentiality and Safeguarding children and young people | Recognition and awareness of circumstances which override confidentiality and why. |

HOW TO APPLY: we are seeking applicants who can demonstrate the ten points above, both in a written application and in interview. Please complete our application form and email it to deborah@rjworking.co.uk with the subject heading APPLICATION

Deadline for written applications: 9am Monday 9th September 2019.