

Part-time facilitator

[The Harbour](#), a self-managed learning community in Oxford, is seeking a part-time facilitator to join our community. As a facilitator, you will work with young people to support their self-directed learning and help maintain a safe and inclusive community. We are looking for diversity in our staff to represent the wide variety of interests, abilities and demographics of the community in Oxford.

The role

The adults' role in The Harbour is to support young people in an authentic self-managed learning community. We do that by establishing trusting relationships, developing a genuine curiosity in young people's interests and choices, and facilitating respectful, open and non-judgemental conversations about our community members' ideas, values and needs. We actively value young people's diversity across age, gender, race, culture, ability, neurotype and social background.

What will you be doing throughout the day?

We are not a school. As such, we do not have a prescribed curriculum, classes, exams or timetables. However, we do have a structure to our programme and to our week. Every day you will:

- Set up the space for the day;
- At the beginning and end of the day, acknowledge and greet the young people and ensure they are appropriately seen off. Additionally, take note of any important information and inform other facilitators as necessary.
- Attend community meetings as a facilitator or in other roles, support young people in facilitating meetings if they wish to, and support the community in upholding its agreements.
- Supervise young people and make safety judgement calls while they are engaged in self-directed activities according to The Harbour's safeguarding and health and safety policies. Carry a first aid kit and apply first aid when necessary.
- Offer activities from their own interest to model self-managed learning, suggest appropriate resources and offer to facilitate plans that accommodate the young people's needs, but also respect their need to work independently or rest.
- Support young people to choose and lead activities freely and consensually, ask hard questions, challenge power dynamics, and express their opinions, needs, bodily autonomy, and boundaries. Support those who need reminding of the community's agreements.



- Support navigating conflicts using The Harbour's best practices and tools.
- Support the responsible use of computers, equipment, the grounds and the environment.
- Make sure you are familiar with all of The Harbour's policies and codes, and ensure to ask for refreshers, troubleshooting and training when in doubt.
- Maintain open and respectful relationships with the families of the young people and share concerns and celebrations in a sensitive and timely manner.
- Support other staff and volunteers while taking care of your own physical and mental health by regularly connecting with them throughout the day and being attentive to their evolving needs and concerns as well as to your own.
- Attend weekly staff meetings to discuss plans, troubleshooting, resources, and professional and personal development.

We are looking for a facilitator who:

- Deeply believes and is curious about self-directed consent-based learning for young people and adults and is committed to their own deschooling process as an adult who has potentially grown up in a school culture.
- Has experience working with children aged 11-18 and loves it.
- By actively and empathetically listening, assists young people in enhancing their emotional literacy, developing co-regulation skills, and establishing relationships based on mutual consent.
- Looks to work collaboratively, experiment and learn from both positive and negative experiences while reflecting openly on their learning.
- Is reliable, punctual, has strong self-management skills, and is safety- and privacy-conscious.
- Is adaptive to daily changes, possess high levels of personal maturity and authenticity and can respectfully manage differences of opinions and feedback.
- Has their own talents, passions and interests and is looking to share them with young people (anything from art, music, sciences, drama, outdoors, hand work, forest school/bushcraft skills etc.).

Even better if a facilitator:

- Has thorough knowledge and understanding of child protection, safeguarding and equal opportunities policies and procedures.
- Has experience and knowledge of working with SEND young people, including PDA.
- Has a good understanding and experience with trauma-informed practices and non-violent communication.

- Has teaching experience.
- Is experienced in working and running an alternative education setting.
- Has current 12-hour Paediatric First Aid Certificate
- Has Food Handling & Hygiene Certificate

The fine print

- Working hours:
 - Facilitation time: 2 mornings a week, 4.25 hours each (09:15-1:30PM), term time only, starting with a 12 weeks programme, and extended if agreed with the founders.
 - Up to additional 2 hours a week for team meetings, planning, training and community events. There might be opportunities occasionally to take more hours upon mutual agreement.
- Starting September 2023, with a half-term break at the w/c October 23rd.
- This is preferably a self-employed position paid at a rate of £15-17 per hour (dependent on experience and whether they take the role of a facilitator or a lead facilitator), invoiced monthly.
- Facilitators report to lead facilitators. Lead facilitators report to the founders.

To Apply

- It is essential that you read the job description below and see how your skills and experience apply. Please also read about our [values](#) and [learning guidelines](#) to ensure you fit in culturally.
- Please download [this form](#), fill it and send it to us at hello@oxford-harbour.org.
- We would like to know about your experience working with young people, your understanding of self-directed and/or consent-based learning, and your approach to handling difficult situations and behaviours. We would also want to hear about how you demonstrate emotional regulation and self-care, and what interests or skills you can bring to our community.
- Please also list the names and contact details of two references and whether they would be happy to be contacted before the interview.
- We will acknowledge the receipt of your application and aim to return within a week to schedule an interview if we see a potential fit. In the case of a successful interview, we will ask (or run if there is none) an enhanced DBS check and ask for proof of identity, proof of address and proof of right to work in the UK.
- Please contact us for any questions or informal chats at hello@oxford-harbour.org.