

## **Job Description**

<b>Role</b>	Referral and Assessment Lead
<b>Department</b>	R.E.A.L Education Ltd, R.E.A.L Independent School, R.E.A.L Alternative Provision School
<b>Location</b>	Various
<b>Accountable to</b>	Referral and Assessment Coordinator

## **Function of role**

To coordinate and case manage the referral and assessment provision for students and provide a lead role within the designated area (either R.E.A.L Education Ltd, R.E.A.L Independent School, or R.E.A.L Alternative Provision School). Ensure high levels of student engagement to complete baseline academic assessments of learner need, and liaise with all relevant agencies to identify suitable education programmes whilst securing good levels of achievement. To use a collaborative and multi-agency holistic approach to delivering an education curriculum which includes attention to health and safety awareness, risk management and the safeguarding of young people.

## **Accountabilities**

Act in accordance with the organisation's policies and procedures and adhere to the organisation's Equal Opportunities and Diversity policy. Contribute to the leadership and improvement plans for the designated school, or organisational area under the guidance of the designated Head Teacher, or Operations Manager.

Advocate on behalf of the young people and their families in your care. Encourage their involvement and complete all initial tracking documentation when learners enter into new provision across the R.E.A.L group. Ensure regular home visits and maintain preferred methods of communication with young people and their families, and assist them to understand targets for improvement.

Coordinate (where appropriate) statutory responsibilities in relation to the delivery of compulsory education, for example, Annual Reviews; Education, Health and Care Assessments/Reviews, Person Centred Planning, ICPC/RCPC procedures, and attend any related meetings.

Be aware of all safeguarding procedures on a day to day basis, adhering to these where appropriate through the Designated Safeguarding Lead, and be aware of all policies and practice in relation to the safety of young people and vulnerable adults.

Be responsible for the coordination of planning, preparation and delivery of designated individual learner programmes, including one to one delivery. Acknowledge individual learner needs with robust and creative programmes and obtain further information regarding future aspirations and pathways.

Be responsible for the day to day guidance of designated line managed staff, providing regular support and supervision, lesson observations and informal visits.

Be responsible for all aspects of learner health and safety, including using risk assessed venues, and informing the designated health and safety officer of any accidents or identified risks through the agreed significant incident reporting form.

Be responsible for the collection and completion of informed consent and the collation of pupil information in accordance with the Data Protection Act. Ensure the maintenance of the electronic central pupil data file, including running logs and relevant emails and provide clear audit trails for commissioning bodies.

Carry out additional duties as reasonably requested by the Directors or designated Head of Service and be responsible for your own continuous professional development, and attend all training as directed.

### **Performance indicators**

Able to meet the agreed annual performance criteria to a good or outstanding standard, and in negotiation with the Head Teacher or Operations Manager.

Adherence to the accountabilities and responsibilities in this job description, and adherence to organisational policies and procedures.

Able to demonstrate outcomes thinking through regular support and supervision.

Achievement of positive outcomes for young people through the effective monitoring of learner progress.

### **Key values and ethos of organisation**

Trust

Innovation

Achievement

