

Outreach and Reintegration Service

Job Description

Post Title: Outreach and Reintegration Officer

Base: Horizons Academy Bexley

Responsible to: Outreach Manager

Grade: BEXLEY 08

Overview of the Role

The Outreach and Reintegration Service is continually changing to meet the growing needs of primary and secondary pupils that if left unsupported, can manifest in to behaviour leading to exclusion from school. The Outreach and Reintegration Service never stands still. Our approach is always evolving to help us engage the hardest to reach pupils and help them improve their behaviour within a short time frame. It is a very challenging job, but one that provides a real opportunity to make a difference to the most vulnerable children and young people in the London Borough of Bexley.

Main purpose of the job:

To be a proactive member of the Outreach and Reintegration Service and work under the guidance of the Outreach Manager to support children and young people at risk of exclusion and those returning to mainstream education following permanent exclusion from school. An Outreach and Reintegration Officer delivers personalised and bespoke intervention and 1:1 support to children and young people at risk of exclusion in primary and secondary schools and New Horizons Federation. The support offered includes the use of structured assessments to explore developmental progress and possibility of emotional disorders in children and young people including the use of screeners to explore potential dyslexia and dyscalculia.

Major Duties and Responsibilities:

1. Provide targeted 1:1 support to children and young people as part of a structured behaviour support plan or reintegration programme under the direction of the Outreach Manager.
2. Work to an agreed timetable of support and intervention as directed by the Outreach Manager.
3. Support children and young people in and outside the classroom to build positive relationships, identify areas of difficulties and embed positive behaviour modification strategies.
4. Deliver bespoke interventions to individual pupils or small groups focussing on current trends leading to permanent exclusion from school.
5. Be proficient in inclusive practice and the use of behaviour management strategies to engage hard to reach pupils and those with special educational needs,

6. Provide transition support to pupils transferring from Horizons Academy Bexley to mainstream provision.
7. Fully participate in the full menu of outreach services offered to mainstream schools and academies including delivery of specific programmes and workshops to pupils across the Federation.
8. Competently use a range of structured assessments and screeners to explore developmental progress and the possibility of emotional disorders in children and young people including the use of screeners to explore potential dyslexia and dyscalculia.
9. Manage individual appointments using electronic calendar ensuring excellent punctuality at schools across the London Borough of Bexley.
10. Support pupils consistently whilst recognising and responding to their individual needs.
11. Promote independence and employ strategies to recognise and reward positive behaviours, self-reflection and improved learning and progress.
12. Provide constructive feedback to pupils in relation to progress and achievement and reflection where behaviour presents a barrier to progress.
13. Produce high quality written reports in accordance with the Outreach Service Ways of Working Guide ensuring all administration is completed within specified timescales.
14. Develop an area of specialism which enhances the Outreach Service menu of intervention and contributes to the New Horizons Federation strategic vision.
15. Establish productive working relationships with team members, colleagues across the New Horizons Federation and all external stakeholders.
16. Act as a role model and set high expectations of behaviour and learning. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
17. Liaise sensitively and effectively with parents/carers and participate in feedback sessions/meetings with parents and schools as directed by the Outreach and Reintegration Manager.
18. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the nominated Safeguarding Officer.
19. Contribute to the overall ethos/work/aims of the New Horizons Federation.
20. Attend and participate in regular meetings, training and other learning activities as required.
21. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop within the mainstream classroom.
22. Establish constructive relationships and communicate with other agencies/professionals as part of a multi-agency approach.
23. Must be team teach trained or have a willingness to be trained.
24. Actively engage with supervision and performance management processes to maximise professional development opportunities.
25. Follow the New Horizons Federation Staff handbook and all policies and procedures as directed by the Head of Service and wider Federation senior leadership team.

Person Specification:

1. Full clean drivers licence and own car is essential to the role.
2. GCSE qualification grades A- C or equivalent in English and Maths.
3. An accreditation or qualification in special educational needs or related subject area.
4. Experience of working with challenging behaviour and hard to reach pupils within a primary and/or secondary school setting and evidence of successful outcomes.
5. Experience of supporting children and young people with specific disorders and special educational needs and evidence of successful outcomes.
6. Experience in supporting children and young people participating in risk taking behaviour and evidence of successful outcomes.
7. Excellent organisational skills and experience of working successfully within specified timescales and deadlines.
8. Excellent written skills and ability to produce formal reports to a high standard of English.
9. Excellent oral skills and ability to effectively communicate with senior leaders and Head Teachers.
10. Excellent understanding of inclusion and experience of working within inclusive systems.
11. Experience and / or knowledge of the purpose and remit of a successful pupil referral unit.
12. Experience of working with other agencies including schools and academies, social care, youth offending teams and the police.
13. Experience of working collaboratively with other professionals and giving advice and guidance around behaviour strategies.
14. Confidence in delivering clear and consistent messages as well as diplomacy in handling difficult situations.
15. A solution focused approach to problems and pro-active attitude in maximising prevention and reintegration success.
16. Good time-keeping and attendance record.