



Job Description
Job Title: Reintegration Manager
Line manager: Assistant Principal
Line management responsibility for: Attendance
Responsibility points:
Time allocation for the role:
Core purpose <ul style="list-style-type: none">• To support all students, including all identified vulnerable groups in improving and maintaining attendance in the school to gain maximum life changes from educational education• Working with the Assistant Headteacher who has a responsibility for Attendance and the school attendance team, to support students and school improvement by putting into practice appropriate strategies to support children and young people who require additional support to maintain high levels of attendance• To ensure relevant and accurate attendance statistics are maintained by analysing data to benchmark and plan appropriate interventions to improve attendance• To work with Parents/ Carers and integrated children's' services to maintain high levels of attendance
Core leadership qualities <ul style="list-style-type: none">• Clear and consistent Vision and Values• Ability to motivate and empower others• Positive attitude to continuous improvement• Flexible leadership styles• Leading by example• Effective communication skills
Specific Responsibilities <ul style="list-style-type: none">• undertake day to day case work and maintain regular and accurate casework notes so as to improve levels of School attendance, and to ensure parents/ carers are aware of their legal responsibilities to secure regular attendance at School.• To develop strong relationships with young people and their families using diplomacy and enthusiasm, to support and challenge as appropriate so as to reduce students non-attendance and exclusion from School. Undertake home visits as necessary to support this.• Keep up to date records on CPOMS and classcharts, training provided as required.• To work in partnership with a range of staff, agencies and providers as appropriate to deliver a programme of learning activities for students

- To work with Heads of year, Head of School, the SEND and Safeguarding team and AHT to develop and implement students' Individual Educational plans, including the arrangements for reintegration back to school or for transition to other suitable provisions.
- Have an awareness of child protection issues and policies
- To take positive action in respect of children with socially related emotional difficulties with the aim of enabling them to access appropriate education
- To contribute to whole School initiatives, multi-agency training and/ or group work to improve School admission and attendance
- To establish clear communications with parents, external agencies and other staff
- To work with pastoral teams to ensure co-ordination and clarity in interventions with individuals so that outcomes are attainable and appropriate for the young people concerned
- To lead group sessions in wellbeing
- Liaise with staff in order to provide work for students and facilitate the undertaking of the work
- Develop attendance action plans for individual students with specific attendance concerns. Prepare professional reports and attend and contribute to meetings with Pastoral team and meetings concerning individual students as appropriate.

Outcomes

- Improvement in attendance
- Increased participation in school
- Improved relationships with families
- Quality curriculum delivery
- Improved outcomes for young people
- Improved wellbeing for young people