

A dark blue vertical bar runs down the left side of the page. A blue arrow-shaped graphic points to the right from the bar, containing the text 'May/2025'.

May/2025

# Outreach Worker

Permanent

September 2025

Candidate Information Pack

Several thin, curved lines in shades of blue and grey originate from the bottom left and sweep upwards and to the right, creating a decorative graphic element.

**North East Surrey Short Stay School**

Salary Pro rata (39 Weeks) Surrey PS7 £32,512 - £34,654 FTE  
(£27,969 - £29,812 pro rata)

## Message from the Headteacher

Having been a leader at The North East Surrey Short Stay School (NESSSS) since April 2021, I have witnessed many remarkable and positive changes. The school has become a beacon of best practice for its support and education of vulnerable young people across the county. Our values of Integrity, Respect and Perseverance permeate across all areas and we are incredibly proud of the school we have become.

In November 2023, 100% of staff surveyed by Ofsted said they enjoy working here and understand the school's mission. As an outreach worker At NESSSS, you will experience unique benefits including flexible working hours and the ability to plan your own timetable. Most importantly, we believe your evenings should be your own—work stays at work.

That said, we maintain high expectations for all our staff. In 2024, 90% of our Year 11 pupils left with qualifications in English and Maths, and all of them moved on to education, employment, or training. Our pupils' attendance far exceeds the national average for Pupil Referral Units, and our sites are calm, productive environments where you'll be surrounded by helpful and supportive colleagues.

As part of our team, you'll be expected to become an expert in SEND and supporting vulnerable children. We support this with a comprehensive training programme and a generous CPD budget. Staff are also encouraged to apply for CPD through the Apprenticeship Levy and several staff have gained qualifications through this in recent years.

This is an exciting time to join NESSSS. In 2027, we will move into a state-of-the-art facility, uniting our sites in Hersham and Staines. This new space will feature outstanding vocational facilities for hair and beauty, construction, and food technology - alongside enhanced teaching spaces that will further enrich our provision.

To get a snapshot of school life, please head to our social media account, where you'll find pupils volunteering in food banks, hosting Macmillan Coffee Mornings, creating art installations, learning to play chess, and engaging in a whole host of positive and enriching experiences. These moments capture the heart of NESSSS—a school that nurtures integrity, respect and perseverance, empowering every pupil to thrive both inside and outside the classroom.

The best way to experience NESSSS is to see it for yourself and we strongly encourage potential applicants to visit us, speak with our students and staff, and gain first-hand insight into the nuances of working in Alternative Provision. We know leave inspired and eager to join our team!

Nick Elliott



Headteacher

## About the school

NESSSS is a Pupil Referral unit serving 18 secondary schools within the boroughs of Elmbridge, Epsom & Ewell and Spelthorne. In recent years, the school has undergone a period of rapid and sustained improvement, investing into both the physical premises and the school curriculum. Our aim is to create a truly exceptional provision for vulnerable pupils in North Surrey and we want to find outstanding members of staff to help us do this.

The school operates across two sites, one in Hersham and one in Staines. We also have a thriving outreach programme, working with children, parents and schools to avoid permanent exclusions. In recent years, we have seen an increase in the number of students with additional needs joining the school, meaning that we have had to further adapt our curriculum and reintegration programmes. The success of this has been tangible and following a full inspection in November 2023, the school was graded as Good in all areas. You can see what Ofsted thought of our provision after their visit in November 2023 [here](#).

At The North East Surrey Short Stay School (NESSSS), we pride ourselves on being a place where every pupil feels safe, supported, and ready to learn. As Ofsted highlighted, our staff are “kind and considerate, welcoming pupils each morning with patience and care to ensure a positive start to their day”. This compassionate approach is particularly important for pupils who have faced disrupted educational journeys before joining us, many of whom come from traumatic backgrounds or have undiagnosed Special Educational Needs.

We place equal importance on academic achievement and personal development. Ofsted praised us for a curriculum where pupils benefit from “bespoke timetables that focus on the education and support needed in readiness for the next stage of education.” Older pupils speak confidently about how our vocational courses prepare them for training opportunities, while younger pupils receive expert teaching and therapeutic support to help them transition to specialist or mainstream settings.

Outreach Workers at The North East Surrey Short Stay School (NESSSS) are on the frontline of early intervention, supporting children at risk of exclusion and helping them remain in mainstream education. This team is a cornerstone of our unique offer — supporting around 200 pupils each year, with over 90% successfully staying in their mainstream school. Through one-to-one and small group mentoring, Outreach Workers build trust, boost confidence, and help pupils overcome social, emotional, or behavioural barriers to learning. They lead targeted projects and interventions that make a real difference to the lives of young people and their families.

Our progress as a school is driven by “a relentlessly ambitious headteacher and senior leadership team” who are committed to placing the needs of every pupil at the heart of decision-making. We take pride in our values of Integrity, Respect, and Perseverance, which are reflected in the positive conduct and attitudes of both pupils and staff. As one parent shared, “I’m so proud of the boy my son is becoming, and I owe this all to the school and the amazing staff in it.”



## **Outreach Worker**

We are seeking a committed and skilled Outreach Worker to join our team at NESSSS. You'll play a frontline role in supporting vulnerable young people at risk of exclusion — helping them stay in school, re-engage with learning, and realise their potential.

Working primarily in mainstream settings, you'll provide one-to-one and small group mentoring, lead targeted projects, and build strong, trusting relationships. You'll also support pupils within our PRU, ensuring continuity of care and a joined-up approach across all settings.

This is a proactive, outward-facing role. You'll work closely with families, school staff, and external agencies to identify barriers, put the right support in place, and keep pupils connected to education. Each year, our outreach team supports around 200 pupils — and over 90% remain in their mainstream schools, thanks to timely, targeted support that genuinely changes lives.

### **The North East Surrey Short Stay School offers the opportunity to work:**

- In a school that is committed to making a real difference for every pupil, no matter their background.
- Working with motivated pupils who thrive on personalised support and tailored interventions.
- As part of a dedicated team of professionals who bring expertise, passion, and experience to everything they do.
- With an induction programme designed to ensure you're set up for success, based on your experience and needs.
- In a role that prioritises ongoing career development, with clear opportunities for growth and progression.
- Within a school dedicated to providing exceptional support, ensuring every pupil receives the best possible chance to succeed.
- In a highly collaborative, supportive environment where your professional development is integral to the team's success.

### **The ideal candidate will: -**

- Thrive in a dynamic, fast-paced role with new challenges every day.
- Have experience supporting young people and a solid understanding of inclusion strategies.
- Build strong, trusting relationships using restorative practices.
- Be resilient, approachable, and able to connect with pupils from all backgrounds.
- Communicate effectively, inspire pupils, stay calm under pressure, and bring a sense of humour.
- Be creative and adaptable, always striving to bring out the best in pupils.

Please contact Nick Elliott on 01932 229 369 or go to <https://www.nessss.surrey.sch.uk/> for more information about the school. **The deadline for applications is 4pm on Friday 9<sup>th</sup> May 2025 and Interviews are to be held in the week beginning 12<sup>th</sup> May 2025.**

Completed application forms should be emailed [shuff@nessss.surrey.sch.uk](mailto:shuff@nessss.surrey.sch.uk) addressed FAO: Nick Elliott/Headteacher.



Specification	Essential or Desirable
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>▪ English and Maths GCSE Grade C or equivalent</li> <li>▪ An additional qualification in a relevant specialism eg LSA, HLTA, child care or work towards Vocational Qualifications at Level 2 or beyond</li> </ul>	<p>Essential</p> <p>Desirable</p>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>▪ Evidence of work which has led to positive outcomes for students</li> <li>▪ Knowledge of working with children with learning and additional needs / special educational needs</li> <li>▪ A proven track record in restorative practices</li> <li>▪ Experience of implementing intervention programs for literacy</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>
<b>Skills / Abilities</b>	
<ul style="list-style-type: none"> <li>▪ The ability to maintain consistent expectations and boundaries</li> <li>▪ The ability to work as part of a team</li> <li>▪ The ability and confidence to take responsibility for planning and delivery of appropriate curriculum and intervention</li> <li>▪ Ability to articulate a sound educational philosophy consistent with the school aims</li> <li>▪ Enthusiasm for learning</li> <li>▪ Empathy with young people</li> <li>▪ The ability to use Information Technology effectively</li> <li>▪ Understanding of Health and Safety requirements</li> <li>▪ Ability to undertake manual handling and physically demanding work.</li> <li>▪ Ability to apply relevant health and safety, equality and diversity, and other School policies and procedures.</li> <li>▪ Ability to drive and willingness to transport pupils in your own vehicle as required</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>▪ Ability and willingness to work with a wide range of people and build positive and appropriate relationships with young people</li> <li>▪ High standards and expectation</li> <li>▪ The ability to remain calm in stressful situations</li> <li>▪ Smart professional appearance</li> <li>▪ Positive personality and outlook</li> <li>▪ Excellent interpersonal skills</li> <li>▪ A sense of humour</li> <li>▪ Must be a good role model for students</li> <li>▪ Must be adaptable and willing to accept guidance and support</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

**All school support staff are expected to:**

- Work towards and support the school vision and current school objectives as outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding pupils.
- Work within the school's health and safety policy to ensure a safe working environment for staff, pupils and visitors.
- Work within the Diversity Policy to promote equality of opportunity for all pupils and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- Engage actively in the performance review process.
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendments from time to time, including on appointment, after consultation with the post holder and without changing the level of responsibility of the post.

**Additional Information**

- NESSSS is committed to safeguarding children and promoting the welfare of children and young people / vulnerable adults and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.
- This post is subject to an Enhanced DBS check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance(s) will need to be sought.
- As part of the pre-employment checks that are undertaken for this role, you will be asked to complete a pre-employment medical questionnaire. The questionnaire is confidential and is screened by our Occupational Health provider, who will ensure that you are medically fit for this role before being offered the position.
- CVs will not be accepted for this position.

**Transport**

- You must be able to meet the travel requirements of the post, including the transport of students between sites or as required.

## **How to Apply**

The following guidelines are designed to help you submit a job application in line with our requirements. Please ensure that you comply with the instructions below as, if you do not, the panel may not shortlist you. If you require clarification or have any questions regarding the application process, please contact Sarah Huff on 01932 299 369 or [shuff@nessss.surrey.sch.uk](mailto:shuff@nessss.surrey.sch.uk)

## **Application Form**

Please complete all the sections of the form in full, giving as much detail as possible. Once completed, you must sign and date the application form to confirm that the information and any attachments are correct. Please note that CVs will not be accepted.

## **Equal Opportunities Monitoring**

Please ensure that you have completed the online Equal Opportunities Monitoring form or attach the Equal Opportunities Monitoring Form to your application.

Please send these documents to [shuff@nessss.surrey.sch.uk](mailto:shuff@nessss.surrey.sch.uk) addressed FAO: Nick Elliott / The Headteacher. **The deadline for applications is 4pm on Friday 9<sup>th</sup> May 2025 and Interviews are to be held in the week beginning 12<sup>th</sup> May 2025.**

## **Shortlisting**

Shortlisting will be completed as soon after the closing date as possible. Shortlisted candidates will be contacted by telephone and by email. If you have not heard from us within one week of the closing date you should assume that you have not been shortlisted for interview.

## **Interviews**

Candidates may be required to complete a test or exercise relating to point(s) of the job description and criterion/criteria of the person specification.

Candidates who are invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will be required to bring some photo ID with them on the day of the interview e.g., valid passport, driving licence or identity card.

## **References for Shortlisted Candidates**

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until NESSSS has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer), confirmation of your fitness for employment, an enhanced Disclosure & Barring Service check and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS).

**Online Searches**

In line with the statutory guidance document Keeping Children Safe in Education (2022) the school will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview.

**Disabled Applicants**

NESSSS welcomes applications from disabled people. If you require any adjustments to enable you to attend the interview, please ensure that you have provided this information on your application form. If you are called for interview, please discuss any adjustments you may require to carry out the duties of the role with the interview panel so that the appropriate arrangements and any adjustments can be made if necessary.

(Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.)