

Reintegration Coordinator	Salary Scale: Grade 7
LINE MANAGER: EAP Extend and Reintegration Lead	START DATE: ASAP Hours: 08:30 – 16:00 35 hours per week x 39 weeks per year (Term time, inset days).

Job Overview:

We are seeking a dedicated and proactive Reintegration Coordinator to join Ealing Alternative Provision (EAP) and play a vital role in supporting pupils to transition successfully back into mainstream education. This role involves working closely with students, families, mainstream schools, and external agencies to ensure reintegration pathways are carefully planned, supported, and sustained.

The successful candidate will actively model and promote our core values of Responsibility, Respect, and Resilience, while keeping the individual futures of our pupils firmly in focus.

Key Responsibilities:

1. **Plan and Lead Reintegration Pathways:**
Design, coordinate, and oversee tailored reintegration plans for pupils returning to mainstream schools, ensuring a holistic and student-centred approach.
2. **Build Positive Relationships:**
Establish strong, trusting relationships with pupils, parents/carers, and professionals to encourage active engagement and mutual understanding.
3. **Liaise with Mainstream Schools:**
Collaborate with staff in mainstream schools (e.g. SENCOs, Heads of Year, pastoral teams) to plan, support, and review reintegration, including phased returns and in-school strategies.
4. **Work with External Agencies:**
Engage with social care, health professionals, youth services, SEND teams, and other stakeholders to provide coordinated and effective multi-agency support.

5. **Documentation and Fair Access Panel (FAP):**
Prepare professional, evidence-based documentation for submission to the Fair Access Panel, ensuring accurate and timely presentation of pupil needs and recommendations.
6. **Transition Support:**
Provide in-person support during reintegration phases, including accompanied home visits and visits to schools, on-site pupil support, and mediation between settings where needed.
7. **Monitor and Review Progress:**
Regularly monitor pupil progress post-reintegration, holding reviews with schools, families, and pupils to evaluate outcomes and make necessary adjustments.
8. **Record-Keeping and Data Management:**
Maintain detailed, up-to-date records of reintegration planning, implementation, and outcomes; use data to inform practice and report to leadership.
9. **Identify and Mitigate Risks:**
Proactively identify barriers to reintegration and implement timely interventions to ensure stability and success.
10. **Support Staff Development:**
Provide guidance and share expertise with colleagues in both EAP and mainstream settings to promote inclusive, supportive practice.
11. **Community and Stakeholder Engagement:**
Build and sustain positive relationships with schools, families, and community partners to develop pathways that promote pupil achievement and belonging.
12. **Advocate for Pupil Voice:**
Ensure pupils are central to all planning and that their voices are heard, valued, and reflected in decision-making.
13. **Contribute to Policy and Practice:**
Support the ongoing development of EAP's reintegration processes and contribute to local authority discussions and protocols relating to pupil movement and placement.
14. **Conduct Risk Assessments:**
Lead on the identification, assessment, and documentation of potential risks related to reintegration, including safeguarding concerns, behavioural challenges, and mental health indicators. Ensure appropriate control measures and interventions are in place before and during the reintegration process.
15. **On-Call Consultation Service:**
Be available on an on-call basis during working hours to respond to urgent reintegration-related incidents or consultations. This includes immediate deployment to schools in cases of crisis, breakdown of placement, or sudden support needs to provide guidance, mediation, and practical support.

16. **Crisis Intervention and Mediation:**
Provide in-the-moment support for pupils, families, and schools during crisis situations, including conflict resolution and the implementation of rapid response strategies to stabilise placements and avoid exclusion.
17. **Safeguarding Lead Responsibilities:**
Act as a key point of contact for safeguarding issues during reintegration, working closely with the Designated Safeguarding Lead to ensure policies are followed and risks are mitigated effectively.
18. **Training and Capacity Building for School Staff:**
Develop and deliver training workshops or briefings for mainstream school staff on reintegration strategies, trauma-informed practice, and supporting vulnerable learners to build system-wide capacity.
19. **Promote Core Values:**
Champion and model Responsibility, Respect, and Resilience in all interactions and decision-making to support positive student outcomes.
20. **Travel Requirement:**
Travel across the borough is an essential part of this role. Applicants must have a full UK driving licence and access to a vehicle. You must have business insurance.
21. You may be required to undertake any other duties as required by the line manager or Headteacher commensurate with the role/grade.

PERSON SPECIFICATION

Qualifications and Skills:

1. A relevant qualification in education, youth work, social care, or a related field (e.g., Level 3 Diploma in Supporting Teaching and Learning, Counselling, or equivalent) is desirable.
2. Experience working with vulnerable or excluded young people, particularly those with social, emotional, and behavioural difficulties, in a school or PRU setting.
3. Proven ability to coordinate and lead multi-agency support and planning.
4. Strong interpersonal and written communication skills, including producing formal reports for professional panels (e.g. FAP).
5. Ability to work under pressure, both independently and as part of a team, showing initiative and flexibility.
6. Good organisational skills with the ability to manage multiple tasks and priorities.
7. A proactive approach to resolving issues and promoting positive change.

Personal Attributes:



8. Compassionate, approachable, and understanding.
9. Calm and composed in challenging situations.
10. Non-judgmental and committed to supporting the welfare of all students.
11. A strong commitment to ensuring equal opportunities for all students, regardless of background or challenges.
12. Full UK driving licence and own car for borough-wide travel.

Why Join Us:

At Ealing Alternative Provision, we are committed to fostering a supportive and inclusive environment where all students can reach their full potential. You will be joining a dedicated and friendly team of professionals who are passionate about making a difference. In return for your dedication and hard work, we offer ongoing professional development opportunities and a supportive work culture.

Safeguarding Statement

EAP is committed to safer recruitment, safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be required to apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Further information can be found at: <https://www.gov.uk/government/collections/dbs-checking-service-guidance-2>

In line with KCSIE 2024 and safer recruitment practices, we will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence. Further information can be found at: [Keeping children safe in education 2024](#)

