



Job Profile

JOB TITLE:	Exclusions and Reintegration Support Officer
GRADE:	SO1
POST NO:	29057
JOB TIER:	5 (non management)
DBS CHECK:	Enhanced
GROUP:	Children and Young People's Services
SERVICE:	Education & SEND

REPORTING STRUCTURE

Reports to:	Head of Access to Education
Direct Reports:	none
Indirect Reports:	none

ROLE PURPOSE:

To work with schools, multi-agency teams and other partners across Hillingdon local authority areas to improve educational outcomes, for children and young people who are at risk of exclusion. And to support the reintegration of excluded pupils back into school or alternative provision.

Main Responsibilities of the job

To support the lead officer for Exclusions and Reintegration in their work with children and young people who have been excluded or who are at risk of exclusion, their families and carers

A. Job Description

1. People Management

- No direct supervisory responsibility however may be requirement to assist in induction and training of peers and new employees.

2. Resident & Community Contribution

- In carrying out this duty the post holder must have regard to the Council's policies on equal opportunities and anti-poverty.
- To demonstrate understanding of the Council's *Customer Care Standards* and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'.
- The post holder will be required to work some evenings and may be required to work on occasional Saturdays in order to meet service requirements and in order to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies.
- To work closely and creatively with schools and academies and partner agencies to deliver effective service for children, young people and their families in line with the job description.

3. Operational Service Delivery

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

- To work with the Exclusions and Reintegration Lead Officer, other agencies and schools to prevent exclusion, to improve reintegration, and to support the development of inclusion strategies.
- Maintain a good understanding of current legislation and statutory procedures associated with exclusions and related subjects in order to respond and provide advice on behalf of the London Borough of Hillingdon.
- To possess excellent communication and negotiation skills when working with a variety of stakeholders including parents, statutory and voluntary agencies, head teachers and school staff.

- To support partnership working with the AP/PRU including monitoring of performance, delivery and reintegration of pupils to mainstream.
- To maintain accurate records of all work and decisions undertaken and provide them to LA Officers as required
- To contribute to the development of and ensure delivery of strategies to prevent exclusion of pupils and work with all schools across Hillingdon to promote inclusive practice.
- To represent Hillingdon and establish partnerships with other local authorities that support improvement in services for Hillingdon residents and promote the inclusion of vulnerable and challenging children and young people who are at risk of exclusion or who have been excluded.
- To work collaboratively with other services e.g. Early Interventions, Virtual School, SEND 0 - 25 and Children's Social Care, to support schools, to safeguard vulnerable children and to build resilient families.
- To support on preparation for Pupil Placement Panels, maintenance of accurate records and implementation of local protocols for placement of pupils.
- The post holder has no budget responsibility but needs to show budget awareness of the high needs block and commissioning arrangements for places within alternative provision / the PRUs

4. Service Planning & Development

- Maintain knowledge of the current Team Plan and understanding of own contribution in order to ensure delivery of this plan.
- Support team and service planning across the council by establishing key indicators and monitoring systems and reporting to track progress.

5. Financial & Resource Management

- To demonstrate cost-consciousness and identify any cost-effective changes to own way of working.

6. Continuous Improvement

- To identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for customers.
- To keep up to date on research, policy and practice developments through personal study and attendance at seminars or training.

7. Contacts

- Front line professional staff across social care, health, housing education and other Local Authorities.

- External agencies and partners including schools, health services, Police, Probation and the voluntary and independent service providers.

8. Additional Responsibilities

- Complete other reasonable tasks in order to fulfil role purpose or as instructed by management.

9. KEY PERFORMANCE INDICATORS

- Excellent customer care skills
- All policy, procedures and protocols are up to date
- Delivery of agreed PADA objectives

B. Person Specification

Exclusions and Reintegration Support Officer

This person specification will be used for recruitment to the Exclusions and Reintegration Support Officer vacancy in LBH. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS	ESSENTIAL	DESIRABLE
5 GCSEs including Maths and English or NVQ level 3 in an appropriate field.	✓	
A recognised qualification in a related profession e.g.: Education, youth work, child and family development).		✓
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL	DESIRABLE
Full UK driving licence and use of own vehicle.		✓
3. EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working with hard to place, vulnerable/challenging children and young people in school or alternative provision	✓	
Experience of influencing and negotiating with school leaders.		✓

Experience of providing advice, support and training regarding exclusion and options for pupils who have been or who are at risk of exclusion		✓
4. KNOWLEDGE & SKILLS	ESSENTIAL	DESIRABLE
Ability to offer appropriate challenge to head teachers and school staff and influence outcomes.		✓
Act as advocate for children and young people.	✓	
Ability to represent the Local Authority in a professional manner at both internal and external meetings including governing body meetings.		✓
Ability to deliver excellent written and oral communications including reports to a wide and varied customer base.		✓
Ability in problem solving skills – thinking logically and laterally as required.	✓	
Ability to use Microsoft office packages to keep clear, written and electronic records and provide monitoring information as required to a high standard.	✓	
5. COMPETENCIES	ESSENTIAL	DESIRABLE
“Can do” positive attitude Remains motivated, even under pressure, to ensure that a high standard service to the customer is maintained.	✓	
Takes responsibility and delivers results Maintains focus when dealing with a variety of tasks or priorities, seeking early guidance and support when necessary, and responding to that guidance to ensure that tasks and responsibilities are completed.	✓	
Team working		

Acts as a role model to others in the team and wider multi agency arena, sharing knowledge and experience when necessary, whilst respecting and valuing the contribution other team members' experiences can bring.	✓	
Communication Demonstrates well developed written and verbal communication skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences.	✓	
Customer Care To establish and maintain effective relationships with statutory and voluntary agencies to ensure a high standard of service and support to families.	✓	
Takes ownership of personal development Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance.	✓	