

Job Title: Assistant Exclusion and Reintegration Officer (0.6fte term time plus one week)	Level: M	Post Number: EO1234
Directorate: Children's Services	Job Family: Social Inclusion	Date Prepared: May 2013

Role reports to (Job Title): Exclusion and Reintegration Officer

Job Purpose:

In accordance with the Local Authority statutory duties in relation to children out of school undertake casework with schools families and other agencies/services to identify and support pupils who are excluded or at risk of permanent exclusion with the aim of maintaining pupils in the mainstream environment.

Key Accountabilities:

1. To be fully conversant with all current legislation and guidance that relates to Local Authority responsibilities in relation to children out of school because of exclusion or other related issues both national and local. This expertise should enable the post holder to provide accurate advice and support to schools, families and other agencies as necessary.
2. Under the direction of the Exclusion and Reintegration Officer and Additional Provision and Reintegration Manager work with schools, families and other agencies in supporting pupils at risk of exclusion to achieve or maintain a mainstream school placement for example through attendance at school led Pastoral Support Plan meetings..
3. Support the Exclusion and Reintegration Officer in the management of the reintegration process for permanently excluded pupils.
4. Support the Exclusion and Reintegration Officer in the operational aspects of the Fair Access Panel in providing direct support for the movement of pupils either between mainstream schools or reintegrating from Education Other Than at School (EOTAS) provision.
5. With the Exclusion and Reintegration Officer monitor and track pupils at risk of permanent exclusion. Meet with key colleagues to update on progress.
6. Under the direction of the Additional Provision and Reintegration Manager work with families of pupils who are being supported by Swindon Tuition Service in the development and review of action plans to move the pupil forward. This would involve home visits, multi agency liaison, organisation of meetings utilising the, 'Team Around the Child (TAC)' model of intervention.
7. Use the Capita One database to support all casework ensuring a robust system of monitoring and review. Provide reports and data in accordance with established timelines and sometimes upon request.

8. Support the Exclusion and Reintegration Officer in overseeing the receipt of exclusion data from schools, processing of data and production of reports in order to identify areas of need and target resource appropriately.
9. Undertake self-development and training in areas related to this role. Identify and disseminate good practice through the effective use of networking and attendance at local or regional events as identified by the Exclusion and Reintegration Officer.

Supplementary Accountabilities:

Contribution to team meetings and in service training.

Job Scope: No & type of jobs Managed:

Typical tasks supervised/allocated to others:

Job Scope: Post holder will need to liaise closely with dedicated administration officer in their day-to-day duties.

Budget: No direct budgetary control. Budget

Assets: Mobile phone - Laptop

Knowledge & Experience:

Essential:

- A level of education or equivalent or compensatory experience
- Good experience in working with children and families in any setting.
- Knowledge and experience of working in a multi agency setting.
- I.T. literate in Word and Excel.
- Experience of managing/supporting families in stressful/confrontational situations.
- Good experience of general administration.

Preferred:

- Good experience in an educational setting, for example: Teacher, Teaching Assistant; Pastoral Support Assistant.
- Good experience of supporting families whose children may have behaviour difficulties.
- Working knowledge of the DfE guidance surrounding inclusion issues.

Skills personal qualities:

- Attention to detail.
- Ability to work under pressure.
- Ability to work independently and as part of a team.
- Good communication skills both verbally and in writing.
- Ability to remain calm in stressful and emotional situations.

Decision Making:

- To be able to make prompt decisions in capacity of a lone worker.
- To be able to use own initiative in making effective casework decisions underpinned by Borough policy.
- Ability to prioritise own workload and to meet tight deadlines.
- Acknowledge the need for a collaborative approach in complex situations.

Contacts and Relationships:

- Elected members and staff in Children Services and other departments and agencies within the Borough.
- Governors, Head Teachers and senior staff in schools and other educational establishments.
- Pupils and their parents/carers.
- Members of the public.
- Colleagues in the Voluntary Sector and from other Local Authorities.

Creativity & Innovation:

Due to the complex nature of many of the cases and families that are supported there is a need for a high level of creativity and imagination to develop a positive solution. There is a ongoing need to update practice and procedures to respond to new guidance and initiatives on both a local and national level. The Inclusion Service also develops good practice through local and regional ideas/innovations.

Job Specific Competencies:

Must hold a current drivers license and have access to a vehicle.

Values and Behaviours

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, "is what I am doing in the best interests of Swindon and its people,"?

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

Health and Safety:

In accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy

Data Protection:

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

NOTE:

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the department, always in consultation with the post holder.

Employee Signature:

Print Name:

Date

Line Manager's Signature