

## EMPLOYEE SPECIFICATION

Job Title: Outreach Reintegration Officer

Grade: S01

Department: Woodbridge Park Education Service

Division/Section: Children and Adult Services

No	Criteria/Competences	To be Tested at: (please tick)		
		Form	Test	Interview

	<b>Skills/Abilities/Knowledge</b>
--	-----------------------------------

1	Excellent inter-personal skills		✓		✓
2	The ability to make positive relationships with children and their teachers		✓	✓	✓
3	Good organisational skills		✓	✓	✓
4	The ability to communicate effectively verbally and in written form		✓		✓
5	Excellent ICT skills		✓	✓	
6	Relevant courses for Teaching Assistants and on issues of support of SEN students (e.g. social skills)		✓		✓
7	GCSEs or equivalent		✓		✓
8	Team Teach trained/positive handling or a willingness to be trained and to use Team Teach as part of your daily duties		✓		✓

	<b>Experience</b>
--	-------------------

1	Previous work with children in a supportive way		✓		✓
2	Work with vulnerable children and young people		✓		✓
3	Delivering outreach services to children, schools and families		✓		✓
4	Preparing, delivering and monitoring literacy and learning interventions		✓		✓

	<b>Disposition</b>
--	--------------------

1	Flexibility and resilience		✓		✓
2	Practical approaches to problem solving		✓		✓
3	Confidence and enthusiasm		✓		✓

- 4** Ability to stay calm in potentially challenging situations
- 5** Ability to work in a team and also on own initiative and to manage own time

	✓		✓
	✓		✓

Other Factors :-

- An understanding of and commitment to the equal opportunities policies of the Local Authority
- Essential – A full current driving licence and access to a motor vehicle

JAN 2026



**London Borough  
of Hounslow**

