

## 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

	Skills/Abilities/Knowledge			
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	✓		✓

	Experience			
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	✓		✓

	Disposition			
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

