

## **JOB DESCRIPTION**

### **Post details:**

**Job Title:** **Outreach / Reintegration Officer**

**Grade:** **S01 Point 21 to Point 24**  
**Term Time Only 32.5 hours per week**

**Department:** **Woodbridge Park Education Service**

**Division/Section:** **Children and Adult Services**

**Line Manager:** **A member of SLT**

### **Main Purpose of the Job**

- To support the inclusion of children and young people in learning, who are at risk of missing education for a variety of reasons. This will be achieved by offering a range of packages to ensure appropriate provision for identified children and young people either at a WPES site, in the home or other chosen location.
- To play a vital role in supporting students to transition successful back into mainstream education.
- To work closely with students, families, mainstream schools and external agencies to ensure reintegration pathways are carefully planned, supported and sustained.
- To provide bespoke literacy and other learning interventions to identified learners on a WPES site.
- To contribute towards a positive learning culture that promotes success and personal well-being for all pupils and staff.

### **Main Responsibilities and Tasks**

1. Contribute to the Assessment of identified pupil's learning and wellbeing and deliver appropriate individual programmes in conjunction with a relevant senior member of staff.
2. Prepare, deliver and monitor bespoke outreach support, 1-2-1 and small group literacy and learning interventions to identified learners, and oversee the management of platforms such as Academy 21 as part of this.
3. Liaise closely with staff in schools to enable improved curriculum access and inclusion for vulnerable pupils while providing support and management strategies.

4. Working with child and family to facilitate successful re-integration into school by promoting effective partnership working between home and school
5. To manage a caseload of individual children.
6. To work collaboratively with a range of professionals, e.g. Educational Psychologists, Child and Adolescent Mental Health Service, Children's Services and other agencies.
7. To prepare professional, evidence-based documentation for submission to Fair Access Panel, ensuring accurate and timely presentation of student needs and recommendations.
8. Provide in-person support during reintegration phases, including accompanied home visits and visits to schools, on-site student support, and mediation between settings where needed.
9. Regularly monitor student progress post-reintegration, holding reviews with schools, families and students to evaluate outcomes and make necessary adjustments.
10. To respond promptly to children at risk, supporting families and liaising with appropriate external agencies and to establish good relationships with parents and carers as appropriate, and ensure that appropriate control measures and interventions are in place before and during the reintegration process.
11. To attend multi agency meetings and case conferences as required.
12. To maintain accurate records and case-notes and provide reports to senior staff and external agencies as required.
13. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. To contribute to the review of school policies as appropriate.
14. To assist with the supervision of pupils out of lesson time, as necessary for their safety.
15. To accompany teaching staff and pupils on visits, trips and out of school activities as required.
16. To attend relevant meetings and participate in training opportunities and performance development as required, providing guidance to WPES and mainstream colleagues on how to promote inclusive, supportive practice.
17. To maintain a purposeful, respectful working relationship with other staff & students and to work in a confidential manner at all times.

**General:**

1. Comply with statutory Data Protection and Freedom of Information requirements, and implement good practice in data handling processes.
2. Comply with Health and Safety legislation and policies and Equal Opportunities policies.
3. To be aware of and comply with policies and procedures of the school including those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

4. To contribute to the review of the school policies as appropriate.
5. To attend relevant meetings and participate in training opportunities and performance development as required for the effective delivery of the role.
6. To undertake, within reasonable parameters, other duties and responsibilities as required from time to time commensurate with the grade and seniority of the post.
7. To undertake any other broadly analogous duties or other reasonable duties as directed by the Headteacher.
8. To undertake a commitment to continuing opportunities for further professional development.

N.B. Succession planning is implemented within the school and therefore support posts may vary or rotate periodically and temporary redeployment to another post may be necessary, for example during restructuring or whilst vacancies are being filled.

#### **Responsibility for resources**

Responsible for the proper use and safekeeping of equipment, keys, passes, post, and other school property related to the role.

#### **School Standards**

##### **Equal Opportunities**

The school has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work. We welcome applications from all sections of the community, irrespective of religion, race, age, colour, gender, sexuality or disability.

##### **Health and Safety**

The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

##### **Confidentiality, Data Protection**

The school is committed to maintaining privacy of all its staff, pupils and stakeholders. It expects all staff to handle all individuals' personal information and confidential school information in a sensitive and professional manner, including at the point of disposal of data and data storage devices. This post deals with highly confidential and sensitive data and there are particularly rigorous expectations about confidentiality and data protection. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have. All staff must comply with policies regulating the proper use of computers, email and the internet.

##### **Safeguarding / Child Protection**

The school is committed to maintaining appropriate professional standards at work and safeguarding children. It expects all staff to familiarise themselves with and adhere to the 'Code of Professional Conduct' and all safeguarding and child protection guidance, policies & procedures. The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

#### **Signatures – Post Holder and Line Manager**

We have reviewed the contents of this job description to ensure understanding of what is required in this post.

Signed.....

Dated:.....

*Post Holder*

Signed.....  
*Line Manager*

Dated:.....

*The duties of this post may change and develop over time. SLT will review this document periodically with the post holder (normally annually in the week allocated for Performance Management) and propose amendments for consideration by the Headteacher when necessary. Any changes need to be authorised by the Headteacher.*

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JANUARY 2026