

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's Services

Job Ref Number: 01394

Service Area: Education Support

Grade: G8

Job Title: Pupil Reintegration Caseworker Supervisor

PURPOSE OF JOB:

Contribute to the delivery of services for pupils at risk of permanent exclusion and those pupils not in mainstream education by:

Ensuring the LA delivers on Statutory duties to provide education to all young people in the county. Promoting inclusion, challenging poor practice and reducing the rate of exclusion from school across Lincolnshire

In line with the Inclusive Lincolnshire strategy including the Lincolnshire ladder of Intervention.. Work collaboratively with the wider Children's Service teams, schools, early years settings, families, external partners and alternative provision providers to contribute to the delivery of high quality services with those stakeholders

Ensure that schools are aware of and following the national exclusion guidance and that parents, carers and schools are provided with high quality advice support and guidance on their rights duties and responsibilities as set out in the National Exclusion Guidance, the 2002 Education Act and the Equality Act 2010.

Support the Service Manager and Team Leaders to embed the LA Higher Needs Strategy, building capacity in mainstream schools to provide for pupils presenting a broad range of additional needs without recourse to EHCP.

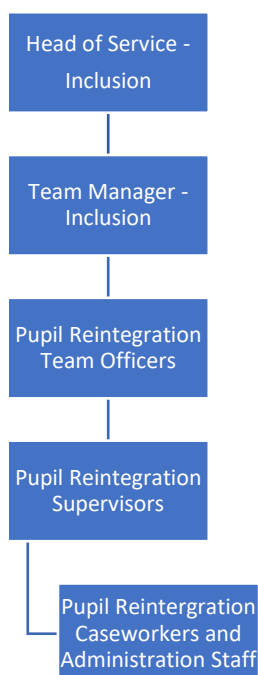
Hold a portfolio of complex and contentious casework for a designated area of the county. Challenging schools where the legal obligations and LCC policy requirements in terms of the Lincs Ladder are not being met.

Provided coordination and direction to the pupil reintegration caseworkers managing their workloads and providing regular supervision in accordance with LA policy to ensure quality and consistency of practice across the county.

Represent the Pupil Reintegration team at panel meetings, school exclusion meetings and multi agency meetings.

Utilising the Local Authority Fair Access Protocol source mainstream school placement for children previously permanently excluded from school, Hard to place pupils, and detached pupils without a school place. Working with Alternative providers, Early Year settings, Mainstream Schools Academies, Special Schools and partner agencies to develop and support a transition programme.

Be able to drive to attend meetings off site, and have the flexibility to work out of core hours.

TEAM STRUCTURE:**MAIN DUTIES:**

1	Lead and line manage a team of caseworkers for the North/South Lincolnshire to include regular supervision of casework, management of workloads, and ensuring consistency of practice across the county.
2	Provide high quality advice, guidance and challenge to Early year Settings, Schools/Academies, Governors, Parents internal and external partners on the Lincolnshire Ladder of Intervention, associated education legislation and LA model policies to reduce the risk of exclusion and promote inclusion across the sector
3	In line with education Law, DfE Statutory Codes and guidance on school exclusion, SEND, school attendance and admission to schools Ensure the LA full fills its statutory duty arising from school exclusion including 6 th day provision, and, by providing advice and guidance to families, schools and Governors,
4	Representing the LA at School Governor meetings and Independent review meetings within a designated area.
5	To hold a portfolio of complex, contentious and challenging casework, maintaining accurate and up to date case records, liaising with schools staff, internal and external agencies and alternative providers. Attending and leading meetings with families and schools.
6	Under the Local Authority Fair Access Protocol source school placement for children previously permanently excluded from school, Hard to place pupils, and those who are without a mainstream school place. Working with stakeholder to implement a pastoral support programme to support a successful transition between education settings
7	Hold schools, early years settings and Alternative providers to account, guide and facilitate the implementation and review of support plans for pupils who are transitioning between settings to enhance the inclusion of young people with challenges in mainstream school including pupils with EHC Plans
8	Represent the Pupil Reintegration team at Collaborative Headteacher Inclusion Panels, Intervention Placement Panel, Pilgrim Hospital Panel, Joint Diversionary Panel, SEND meetings.
9	Support regular and robust review of commissioned services arrangements for individual pupils placed with them to monitor and review the nature and range of the provision and ensure that provision continues to meet needs

10	Undertake home visit for pupils who are transitioning between schools, Managed Move pupils, those vulnerable at phased transitions, detached or excluded from school, moving from alternative or specialist settings. Ensuring in all circumstances parents and young people are informed of their legal rights, responsibilities and opportunities and are supported to make informed decisions.
11	Provide update training, support and challenge to Senior school staff and Governors on evolving national guidance, the Lincolnshire Ladder of Intervention and best practice.
12	To deputise for the Pupil Reintegration Team Leader on matters relating to the Lincolnshire Ladder of Intervention and Inclusion in and exclusion from schools.
13	Be fully compliant with the LA Safeguarding duty to children and vulnerable young people advising schools and agencies of appropriate actions where any safeguarding concerns are identified

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
A minimum of 5 GCSE's including English and Mathematics together with a professional qualification or three years relevant experience.	A	✓	
High level of knowledge and understanding of Exclusion legislation and LA statutory duties. With the ability to interpret advise and guide parents school staff governors and other professionals ensuring LCC and all stakeholders are compliant with their statutory duties and understand their rights and responsibilities.	A/I	✓	
High level of knowledge and understanding of a wide range of education legislation and LA statutory duties - how these influence schools and LA decisions and actions, and the ability to interpret and apply that knowledge to individual circumstances and complex and situations	A/I	✓	
High level of knowledge and understanding of local policies and procedures how these influences schools and LA decisions and actions and ability to interpret and apply that knowledge to individual circumstances complex and situations	A/I		✓
Able to interpret complex legislation and guidance and reframing this into practical advice and guidance for schools and families	A/I	✓	
Experience in managing a team and can successfully support and guide	A/I		✓

to colleague working remotely from office base			
Highly developed Influencing and negotiation skills able to respond to complex/emotive situations exhibiting tact, diplomacy, problem solving skills political awareness and assertiveness as appropriate	A/I	✓	
High level Knowledge and awareness of the LA Safeguarding policy their own duties and those of others with whom they work eg schools commissioned services	A/I		✓
Experience of direct working with Schools and families in complex and emotive situations	A/I	✓	
Able to build trust and develop positive working relationships with families who can be hard to reach, disengaged or resistant to professionals	A/I		✓
Solution focused, resilient and tenacious when working with conflict, challenge, ambiguity, uncertainty and non engagement	A/I		✓
Able to build positive relationships and foster mutually supportive and positive relationships building common goals with all stakeholders, even in the face of competing agenda, challenge and conflict	A/I		✓
Excellent communication skills with the ability to communicate effectively with professionals and families both in written form and in face to face situations in emotive and challenging situations.	A/I	✓	
High level of IT Skills, including MS Office, Excel spreadsheets and casework Databases.	A/I		✓
Able to and deliver presentations and training packages to professionals and parents			✓
Be highly organised and able to work independently	I	✓	
Have sound knowledge and understanding of General Data Protection Regulations and Freedom of Information Principles.	A/I		✓

Extensive driving throughout the county, manage own workload and work outside of core office hours as required	A	✓	
A commitment to self-development including ability to attend training courses which may be away from the office and be prepared to undertake further additional training.	I		✓
Contribute to the development of, and gain support for, the Directorate's shared values, vision, policies, objectives and strategies from staff, service users, other agencies and the public.	I		✓

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.