

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's Services	Job Ref Number: 01395
Service Area: Education Support	Grade: G7

Job Title: Pupil Reintegration Caseworker

PURPOSE OF JOB:

Contribute to the delivery of Services for pupils at risk of fixed and Permanent exclusion and those pupils not in mainstream education by:

Providing advice to ensure that all schools are aware of and following the national exclusion guidance 2023 and promote the Inclusive Lincolnshire Strategy including the Lincolnshire ladder of behavioural intervention. Supporting the implementation of Pastoral Support Plans for children displaying behavioural difficulties promoting inclusion and reducing the rate of exclusion from school across Lincolnshire.

To provide day to day, advice, guidance and challenge to Headteachers and Senior school staff on education legislation, national and local policies pertaining to inclusion and exclusion in schools ensuring the LA delivers on Statutory duties to provide education to all young people in Lincolnshire and promote inclusion across the sector.

To provide high quality advice support and guidance to pupils and parents/carers on their rights as set out in the National Exclusion Guidance 2023 and 2002 Education Act and the Equality Act 2010.

Hold a portfolio of schools for a designated area of the county maintaining regular contact with senior staff, reviewing school data identifying pupils at risk of exclusion. Challenging schools where the legal obligations and LCC policy requirements in terms of the Lincs Ladder are not being met, and guiding school on options for reducing risk.

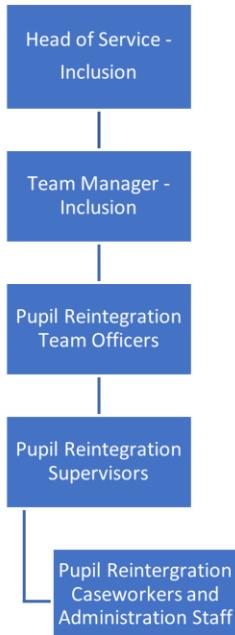
To assist with the placement of children who are transitioning between settings, working with Alternative providers, Mainstream Schools, Academies, Special Schools and early years settings to implement a pastoral support programme. Supporting transition of Hard to place pupils, managed moves and pupils deemed vulnerable at phased transitions.

Be responsible for caseload of complex cases, many of which will be complex contentious and emotive maintaining high quality accurate records of all casework activity relating to individual pupils in caseload and building collaborative partnership between families, schools, early year settings and other support services to promote inclusion and improve outcomes for the vulnerable student.

Working collaboratively with other wider Children's Service teams, schools, families and external partners to deliver LA statutory duties and contribute to the delivery of high quality services with those stakeholders involved in supporting the education of children who have experience trauma and/or who display behavior which challenges including external partners and Alternative provision providers.

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

Continuously look for synergies and efficiency savings across the Pupil Reintegration Team.

TEAM STRUCTURE:**MAIN DUTIES:**

1	Be the named person and allocated worker for a defined cohort of secondary schools, feeder primary schools and early year providers, providing up to date support and training to those settings, embedding the Lincolnshire Ladder of Behavioral Intervention and promoting the implementation of Pastoral Support Plans and inclusive practice.
2	Provide professional challenge and guidance to Headteachers, Governors, Parents internal and external partners, and agencies on inclusion and exclusion from school. Advising on funding pathways to support inclusion of pupils who challenge in mainstream schools in line with LA policy to reduce the use of permanent exclusion. Advise on alternative courses of action available to them via the Lincolnshire Ladder of intervention ensuring they have due regard to LA and national policies and statutory duties in respect of exclusion from school.
3	Ensure a robust level of monitoring and support is provided for all children on own caseload, maintaining accurate and up to date case records, liaising with schools staff, Early years providers, internal and external agencies and alternative providers.
4	Attending and represent the Pupil reintegration team at meetings, including but not limited to Pastoral Support Meetings, reintegration and admission meetings, Manage Move meetings, Collaborative Headteacher Inclusion Panels, Intervention Placement Panel, SEND meetings, TAC/ CIN/CP meetings
5	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.
6	Be responsible for a caseload of complex cases, many of which will be contentious and emotive, maintaining high quality accurate records of all casework activity relating to individual pupils in caseload and building collaborative partnership between families, schools, early year settings and other support services to promote inclusion and improve outcomes for the vulnerable student
7	Facilitate the transition from pre school to primary and primary to secondary schools for pupils identified as vulnerable to exclusion and for pupils placed via Local Authority Fair

	Access Protocol who are returning to mainstream settings and contribute to the development of appropriate transitional support plans.
8	Hold schools and Alternative providers to account re the implementation and review of support for pupils who are transitioning between settings or returning to mainstream setting from Alternative Provision to enrich the inclusion of young people with behaviour that challenges in mainstream schools,
9	Monitor fixed term exclusion data in the allocated schools and liaise with Headteachers offering support to reduce the risk of exclusion for this cohort and promote inclusion within those settings. Identifying and challenging poor practice, proactively working with schools to improve this and where necessary informing the Casework Supervisor and/or Reintegration Officer.
10	Establish and maintain strong working relationships with commissioned services including providers of Alternative provision to review and monitor outcomes and progression of pupils within those settings.
11	Monitor, quality assure and screen referrals to the Behaviour Outreach Support Service and feed back to schools when they have not met this criteria. Advising and supporting them to make further adjustments in order to support the pupil and increase the likelihood of successful future referrals.
12	Providing day to day leadership as appropriate to deliver the agreed priorities of the Pupil reintegration team, working collaboratively with stakeholders including families, schools, early years providers internal and external agencies and commissioned partners.
13	Safeguarding 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 two years relevant experience.	A/I	Y	
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	Y	
High level of knowledge and understanding of a wide range of education legislation the LA statutory duties and how these influence schools and LA decisions and actions, with the ability to interpret and apply that knowledge to individual circumstances and complex and situations	A/I		Y

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 and complex situations	A/I		Y
Ability to interpret and explain local and national legislation, guidance and policy reframing this into accessible and practical advice and guidance for schools and families	A/I	Y	
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	Y	
2 years Experience of direct working with Schools and families including face to face and via a range of media in contentious and emotive situations	A/I	Y	
Able to build trust and develop positive working relationships with families who can be hard to reach, disengaged or resistant to professionals	A/I	Y	
Solution focused, resilient and tenacious in the face of hostility and non engagement	A/I	Y	
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		Y
High level communication skills able to communicate effectively with professionals and families both in written form and in face to face situations in emotive and challenging situations	A/I	Y	
Able to build positive relationships and foster mutually supportive and positive relationships with stakeholders even in the face of challenge and conflict	A/I	Y	
Be highly organised and able to work independently without immediate recourse to senior management supporting schools and families within a designated area	A/I	Y	
Good level of IT Skills, including MS Office, Excel spreadsheets and casework Databases.	I		Y
Have sound knowledge and understanding of General Data Protection Regulations and Freedom of Information Principles.	A/I		Y

Able to undertake extensive driving throughout the county manage own diary and workload	A/I	Y	
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		Y
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		Y

*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.