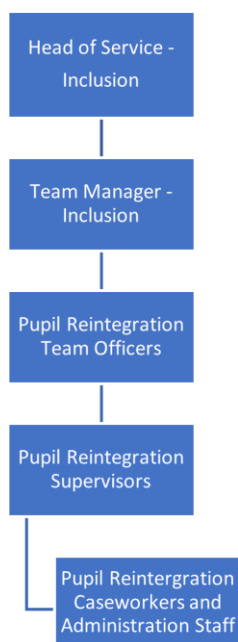


JOB DESCRIPTION & PERSON SPECIFICATION	
Director Area: Children's Services	Job Ref Number: 03147
Service Area: Education Support	Grade: G4
Job Title: Pupil Reintegration Casework Assistant	
<p>PURPOSE OF JOB:</p> <p>Contribute to the delivery of Services for pupils at risk of Permanent Exclusion and those pupils not in mainstream education by:</p> <ul style="list-style-type: none"> • Assisting the Pupil Reintegration team in facilitating and co-ordinating the statutory processes arising from fixed and permanent exclusions. • To assist Caseworkers with the delivery of the Inclusive Lincolnshire Strategy. Delivering specialist information to school staff on alternatives to, and means of preventing exclusion from school, and the preventative pathways for schools to consider maintaining a pupil in a school setting. • Being the first point of contact for schools in a designated area seeking advice and guidance on the Lincolnshire Ladder of Intervention, responding to general enquires and routine casework enquires in the absence of the caseworker. • Providing support, information and signposting to Early Year settings, school staff, Governors, parents, pupils and professionals in wider Children's Services, on statutory education processes and requirements and the implementation of the Lincolnshire Ladder of Intervention to include supporting the development of Pastoral Support Plans (PSPs) in schools throughout the County. • Arranging diary appointments and supporting the casework team in scheduling meetings, routine correspondence and recording casework and actions on systems including data sets and individual records. • Assist the Caseworker and colleagues with the delivery of the Local Authority statutory duty arising from a permanent exclusion within the statutory timelines. • Support the practice supervisor for the Pupil Reintegration Team with the provision of training materials, minutes and agendas for meetings, requests for Local Authority representation at Governor meetings, booking of appointments and correspondence. • Support the delivery of training events for the Pupil Reintegration Team, including booking venues and hospitality. Creating and maintaining booking data. • Working collaboratively with Children's Service teams and all stakeholders who support the Local Authority in delivering high quality service to schools to and vulnerable pupils. 	

TEAM STRUCTURE:**MAIN DUTIES:**

1	Responding to routine enquiries regarding school exclusion providing information and advice to Head teachers, school staff, Governors, Clerks to Governors, families and professionals on the exclusion process, including their rights and responsibilities arising from an exclusion from school.
2	To input Fixed Term Suspensions and Permanent Exclusions on to the Local Authority database under the direction of the Pupil Reintegration Data and Exclusion Caseworker and support with the provision of data returns and routine data enquiries.
3	Assist the Information and Data Caseworker by supporting the processing of Permanent Exclusion in accordance with current legislation and completed in the statutory timeline and to arrange Local Authority representation and or attendance at Pupil discipline Committees as required.
4	Assist the PRT Caseworkers ensuring that all case work is updated, and case records are accurately recorded on to the Local Authority recording system Mosaic.
5	Assist the PRT Caseworker in their role to facilitate and support the development of PSP plans, managed moves, Admission meetings, School meetings, TAC, CIN and CP meetings and other events as required.
6	First point of contact for all telephone calls to the Pupil Reintegration Team responding to general enquires from service users directly or signposting as appropriate, liaising with school and families in absence of Caseworker.
7	Maintain PRT spread sheets and data systems are updated accurately and efficiently in line with agreed procedure and statutory guidelines.
8	Provide support to Practice manager and casework team, booking visits to school and families, completing transport referrals, recording outcomes etc. Booking Governor training Arranging meetings agendas and compiling minutes.
9	Assist in preparing papers monitoring review and ensuring all advice and information is obtained from schools, colleagues and families to support any referrals for additional support or placements including Behaviour Outreach Support Service (BOSS) referrals and panel meetings.
10	Providing administration support for one off events e.g. training courses, conferences, and events booking facilities and coordinating attendance arrangements.
11	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
GCSE Level C in maths and English or Level 2 or equivalent in a relevant subject	A/I	Y	
Sound knowledge and understanding of current guidance and legislation on Exclusion from schools Academies and Pupil Referral Units	A/I		Y
Sound Knowledge and understanding of associated education legislation to include school admission, SEND and attendance	A/I		Y
Sound knowledge and understanding of local policies and procedures to including the Lincolnshire Ladder of Intervention and associated policies e.g. Transport to school, EHE guidance	A/I		Y
Able to respond to general enquires guiding schools and families on the routine processes and procedures in relations to education legislation and local policy	A/I		Y
Knowledge and awareness of the LA Safeguarding policy and their own duties and those of others with whom they work e.g. schools commissioned services	A/I		Y
Able to demonstrate initiative and creativity by identifying improvements to process and procedures and responding to changes to promote efficiency and service delivery	A/I	Y	
Good standard of communication skills and ability to communicate effectively, both on the phone, in writing and in person with Head teachers, Governors, Children's Services colleagues, parents, and a range of professionals	A/I	Y	
Self-motivated, highly organised and able to work on own initiative without immediate recourse to senior colleagues	I	Y	
Able to work under pressure to tight timelines and managing competing priorities	A/I	Y	
Have good a knowledge and understanding of General Data	A/I		Y

Protection Regulations and Freedom of Information Principles			
Experience of note taking, recording of multi-agency meetings	A/I		Y
Good standard of IT skills and experience of using Microsoft office, case recording programs, able to create and maintain and interpret records and spreadsheets and produce reports	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.