

## **Job Description**

<b>Job Title:</b>	Exclusion and Reintegration Officer
<b>Directorate:</b>	Children and Family Services
<b>Section:</b>	Access and Support for Vulnerable Learners
<b>Responsible to:</b>	Education Re-engagement Team Manager
<b>Responsible for:</b>	Exclusions Assistant
<b>Grade:</b>	Level 12

### **Job Purpose**

Act respectfully and responsively to support schools in preventing the need for suspension and permanent exclusion. Provide solution-focussed advice and co-ordinate with multi-agencies whilst keeping individual children's best interests at the heart of what we do. Ensure all children have access to appropriate full time education provision and that time lost from education is minimised. Co-ordinate casework relating to children at risk of suspension and exclusion to produce better outcomes for Stoke-on-Trent's children. Particularly for the most vulnerable children, those with SEND and open to social care. Support and challenge Headteachers, school leaders and other services to ensure best practice for inclusion of all children. Ensure DfE guidance is followed, and statutory Day 6 provision is in place for children subject to Permanent Exclusion.

### **Key Duties / Responsibilities**

1. Be always mindful that the safety of children and young people is paramount and immediately take appropriate action in line with Safeguarding procedures when necessary.
2. Respond in a timely manner to enquiries from parents, schools and other professionals in relation to inclusion, school suspension and exclusion.
3. Offer advice, including alternatives, to Headteachers/Senior Leaders considering suspension or permanent exclusion using solution focussed approaches.
4. Develop and maintain effective working relationships with school staff and partner agencies to promote best inclusive practice, offer advice, consultation and support, and challenge decision-making and practice where necessary.
5. Work closely with Stoke-on-Trent Council commissioned Alternative Provision to ensure continuity of education for children who have been permanently excluded

and support their transition to their next school. In addition, work collaboratively to provide packages of educational support for children at risk of permanent exclusion.

6. Prepare and present reports, representing the Local Authority (LA) at Governors' Disciplinary Committee Meetings and Independent Review Panel Hearings as required by DfE exclusion guidance.
7. Support the process for identifying school places for pupils who have been permanently excluded from school. Working in partnership with relevant agencies to plan for the reintegration of pupils who have been permanently excluded from school or where Off-site Direction, or a Managed Move has been agreed for a pupil at risk of permanent exclusion.
8. Share examples of good practice relating to inclusion and promote links between schools to develop this.
9. Attend meetings such as Child Protection, Child in Need, Team Around the Family and professionals' meetings. Contribute to Multi-Agency working, chair meetings and take minutes when necessary.
10. Raise awareness in schools and with other agencies of national and local guidance and protocols that promote access to education (including Attendance services, Elective Home Education, Children Missing Education, Early help, Anti-bullying, Exclusion and other areas of inclusive education).
11. Prepare information for, and attend as required, panel meetings relevant to Vulnerable Children including FAP (Fair Access Protocol), MACE, CCE/CSE panels.
12. Chair the multi-agency Exclusion Triage Group working to support children at risk of exclusion or those who have been permanently excluded to return to school life.
13. Plan and deliver training to a range of audiences including School Governors and headteachers.
14. Write and update relevant policies and procedures in line with national, regional and local guidance.
15. Line Manage the Exclusions Support Officer.
16. Liaise with Admissions Services and other relevant teams to support all young people requiring school places.
17. Liaise with relevant professionals in other Local Authorities in relation to cross-border issues where necessary.
18. Liaise with colleagues from Children's Social Care and SEND (Special Education Needs and Disability) services on behalf of children, always promoting the use of Strengths and Needs Assessment as a tool for identification of need.
19. Communicate effectively with schools, families and relevant agencies within Stoke-on-Trent.
20. Work closely with advisory service and inclusion Officers to ensure a timely response to requests for support from school leaders.
21. Analyse suspension/ exclusion and a range of other data to target support for schools most in need.

22. Work with finance and data analysis team to produce accurate records of pupil exclusions ensuring appropriate financial adjustments are made to school budgets as a result of exclusions upheld at governor's meetings or Independent Review Panels (IRPs)
  23. Work with the LA's legal team to interpret national guidance and legal regulations to ensure schools operate lawfully when considering suspensions/exclusions, managed moves and directions off-site and maintain up to date knowledge of relevant education law.
  24. Attend team meetings as required, contribute to the development of the role and the team and work to deliver the aims of the Access and Support for Vulnerable Learners development plan.
  25. Be accountable for casework through participation in regular supervision sessions with line manager and logging information via central information management systems including Capita and Liquid Logic.
  26. Use the DPS in commissioning AP placements/support packages for children under section 19.
  27. Provide support to the Head of Access & Support Services and ERT Manager as and when required to enable strategic business objectives to be achieved.
  28. Participate in Stoke-on-Trent's Performance Management process (PLAN) and commit to attending training for both personal and service development.
  29. Demonstrate commitment to working within an equal opportunities and children's rights framework.
- Any other duties appropriate to the post.

## Person Specification

**Job Title:** Exclusion and Reintegration Officer

**Directorate:** Children and Family Services

**Section:** Access and Support for Vulnerable Learners

**Minimum Essential Requirements** – evidenced by **a**: application form **b**: test **c**: interview

Criteria	a	b	c
Educated to degree level or equivalent knowledge, skills, competencies and experience with other relevant qualifications or training	✓		✓
Knowledge of school governance structures.	✓		✓
Knowledge of school behaviour management legislation and systems,	✓		✓
Detailed knowledge of relevant legislation related to the post holders areas of work	✓		✓
Experience of working in a school/Learning environment and successfully managing behaviour	✓		✓
Relevant experience in administration within an education field.	✓		✓
Experience of leadership of an area or staff or both	✓		✓
High level of interpersonal skills with proven ability to negotiate successfully with a wider variety of stakeholders.	✓		✓
Ability to cope with complex issues	✓		✓
Analytical skills and ability to think critically.		✓	✓
Ability to use a range of IT packages such as Capita or Liquid Logic	✓		✓
Well-developed written skills, including report, policy writing and service presentation. (Knowledge and experience of IT skills for this purpose is essential.)	✓		✓
In-depth knowledge and experience of using, developing, and constructing Excel spreadsheets			✓
Ability to work on your own initiative, and effectively as a team member			✓
Ability to work under pressure to meet tight and conflicting deadlines	✓		✓
Ability to interpret a range of data and measure impact	✓		✓
Ability to develop and deliver training	✓		✓
Show a high degree of integrity.	✓		✓



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Show a high degree of awareness towards the needs of customers.	✓		✓
Show resilience and tenacity under pressure to effect appropriate challenge.	✓		✓
Demonstrate strong commitment to the promotion of equal opportunities.	✓		✓
Demonstrate strong commitment to all service users.	✓		✓
Demonstrate a flexible and resilient approach.	✓		✓
Ability to attend governors/IRP meetings outside working hours 7am-7pm	✓		✓