

**ROCHDALE BOROUGH COUNCIL**  
**JOB DESCRIPTION**

**SERVICE:** Schools and Inclusion  
**SECTION:** Number One Riverside and PRS; outreach work in schools  
**LOCATION:** across the Borough

**JOB TITLE:** Outreach Officer for Alternative Provision Specialist Taskforce

**POST NUMBER:**

**Grade:** 6

**Responsible to:** Strategic Lead for Inclusion and Alternative provision

**Responsible for:** In line with individual roles within APST

**Hours of Duty:** Subject to normal working hours (37 hrs) (Temporary 12 months)

**Any Special Conditions of Service:** The Post Holder will be expected to undertake a certain amount of travelling in the execution of his/her duties for which the appropriate allowances will be paid.

Casual Car User allowance is payable.

The post is subject to an enhanced DBS clearance

Some evening and weekend work.

The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC

Children's Services

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

## **PURPOSE AND OBJECTIVES OF THE JOB**

1. To work flexibly to support the delivery of the SEMH Graduated Response and a three-tier alternative provision (AP) model so that needs are identified earlier and provision better meets needs, ultimately reducing permanent exclusions across Rochdale
2. To support schools and staff in schools to enable the school to better meet the needs of children at risk of permanent exclusion or on an exclusion trajectory
3. To facilitate and support networking and peer support across schools, families of schools and districts, in order to promote the sharing of good practice and to support schools in finding alternatives to exclusion for children at risk
4. To provide and deliver training, advice and consultation to schools and settings to enable mainstream schools and settings to meet the needs of children with SEMH which builds schools capacity for inclusion
5. To provide specialist advice to schools to meet the needs of children with SEMH needs
6. To work closely with the PRU and Specialist SEMH provision in Rochdale around the outreach offer to schools and settings and work closely with the AP Specialist Taskforce
7. To support schools within the attendance agenda and work around positive transitions
8. To support shared working and understanding between parents and schools
9. To support where children have an EHC Plan if they are at risk of exclusion.

## **Control of Resources**

### **Personnel**

To be responsible for the direction, support and motivation of self and staff under postholder's control as appropriate.

### **Financial**

To work in accordance with the Financial Regulations and procedures of the Authority.

### **Equipment/Materials**

To be responsible for the safe use and maintenance of equipment/furniture/materials as used by self and staff accountable to postholder.

To adhere to the Council's rules and regulations relating to the use of ICT, e-mail and intranet/internet access.

### **Health/Safety/Welfare**

To contribute positively to the management of Health and Safety in accordance with the Council's policy and relevant Health and Safety legislation.

## **Equality and Diversity**

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

## **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

## **Relationships (Internal and External)**

**Internal:** Staff within Children's Services; PRS.

**External:** Staff within educational establishments including MATs; staff in external agencies; Health and CAMHs; parents and carers.

## **Responsibilities**

The post holder must:

- (ii) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (iii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
- (iv) Develop skills to meet the needs of the job and to respond flexibly to change in order to meet the needs of the Service.
- (v) Foster effective working relationships with colleagues in the Early Help and Schools, the wider School Improvement Team, Children's Social Care, across other related Service areas, and in schools, by building mutual confidence and respect.
- (vi) Ensure that the legal, statutory and other relevant provisions governing or affecting the Council and service provided are strictly adhered to.

## **Values and Behaviours**

Approach the job at all times using the values set out below:

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

## **Principal Duties**

1. To use detailed knowledge and specialist skills to assess the needs of children and provide advice to schools regarding the development of effective practice in supporting children with SEMH needs to access learning in their particular setting
2. To work as part of a multi-agency team including being part of a matrix management deployment and workforce system where required and to undertake work anywhere across the Borough of Rochdale as required
3. To provide CPD for adults working directly with children through coaching or mentoring
4. To support school staff in engage children in activities through the planning, preparation and development of personalised interventions
5. To support and advise school in adopted ways of working and use of strategies to enable children to access education and to achieve
6. Support schools in identifying the special educational needs of individual pupils
7. Liaise with colleagues from Health, Social Care, CAMHs and 3<sup>rd</sup> sector as appropriate
8. Contribute to the planning, preparation and delivery of training programmes both within the team and to schools and other agencies.
9. Attend and contribute to team and service meetings as required
10. Keep informed of current developments and initiatives, both locally and nationally, within the areas of Additional and Special Educational Needs and in particular continue to pursue relevant and appropriate professional training in relation to SEMH
11. Undertake a reasonable share of the routine duties and responsibilities needing the expertise, knowledge or skills of a specialist teaching assistant.
12. To undertake such duties as may be commensurate with the post.

## **Key Accountabilities**

1. Specified service targets within agreed resources as agreed annually
2. Improving educational and life outcomes and reducing exclusions for children and young people with complex emotional and social needs and other SEND
3. Alert the Outreach Team Manager and Strategic Lead for Inclusion and AP to any issues that could affect performance
4. Effective record keeping of case notes e.g. on EYES and report writing and data collation as required.

## **General**

1. As an employee of Rochdale Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm
2. As an employee of Rochdale Council you have a responsibility to ensure that the Council's corporate Health & Safety policy is followed, and training is undertaken in all pertinent health and safety procedures and to treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner

3. As an employee of Rochdale Council you have a responsibility to partake in the Council's and Directorate's staff training and development policies as well as the Council's system of performance appraisal
4. Rochdale Council is committed to equality, diversity and inclusion, and expects all staff to
5. comply with its equality related policies/procedures, and to treat others with fairness and respect
6. As an employee of Rochdale Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.

**Secondary Duties**

1. Contribute to the production, implementation, monitoring and evaluation of service plans in line with service and Council guidance,
2. Respond flexibly to new legislation, policy and local developments as they affect the work of the post- holder.
3. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Head of Schools (or nominated representative) in consultation with the post holder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by           K Charlton           Date September 2024

Agreed by Postholder \_\_\_\_\_ Date \_\_\_\_\_

Supervisor   Jane Fenwick   Date September 2024

Chief Officer \_\_\_\_\_ Date \_\_\_\_\_

**Rochdale Borough Council  
Person Specification**

<b>Service :</b>	Schools and Inclusion	<b>Post:</b>	<b>Outreach Officer for APST</b>
<b>Section :</b>	School Service Inclusion & AP	<b>Post Number :</b>	
<b>Job Ref:</b>		<b>Grade:</b>	6

**Note to Applicants:**

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you. If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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<b>Criteria</b>		<b>Essential (E) or Desirable (D)</b>	<b>How Identified: AF Application Form I Interview A Assessment P Presentation</b>
<b>Filter Questions</b>			
1	Do you have a Level 6 qualification or above (or equivalent relevant experience).	<b>E</b>	<b>AF/ Certification check at interview</b>
2	Do you have experience of working in schools and or the LA to improve outcomes for pupils	<b>E</b>	<b>AF/ Certification check at interview</b>
3	Give details of your experience of multi-agency working with a range of key partners	<b>E</b>	<b>AF//P</b>
4.	Do you have proven, successful experience of supporting vulnerable children and young people in schools and educational settings?	<b>E</b>	<b>AF//P</b>
<b>(a) Qualification and Experience</b>			
1	Please give examples of the professional development you have undertaken in the last three years relevant to this post	<b>E</b>	<b>F/I</b>
2	Please give examples of how you have worked successfully to support vulnerable children and young people	<b>E</b>	<b>AF/I</b>

3.	Please give examples of how you have/ or have supported schools to develop their inclusive provision ensuring a high quality teaching and learning environment to support vulnerable children and young people.	E	AF//P
<b>(b) Skills and Knowledge</b>			
1	Articulate your vision and values in relation to your high educational expectations for children and young people	E	AF//P
2	Please give examples of your knowledge of inclusion and SEND in relation to schools and the most current developments nationally.	E	AF/I
3	Please give examples of your knowledge of the DFE's Statutory guidance for local authorities, as well as headteachers and governing bodies of settings providing Alternative provision.	E	AF/I
4	Please give examples of how you have supported schools to improve the attendance of children and young people with SEMH	E	AF/I

5	How have you demonstrated strong, effective, high standards in your roles to date?	E	AF/I
6	Please give examples of how you have successfully supported schools to bring about successful improvement in their inclusive practice.	E	AF/I
7	Please give examples of your excellent communication skills both written and orally and in using data management and analysis skills	E	AF//P
<b>(c) Behaviours and Values</b>			
	<p>Approach the job at all times using the values set out below</p> <ul style="list-style-type: none"> <li>• Proud</li> <li>• Passionate</li> <li>• Pioneering and Open</li> </ul> <p>Be aware of and apply these behaviours at all times. Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I

