

HAMPSHIRE COUNTY COUNCIL

ROLE PROFILE FORM

Data Protection Act 1998. The information you provide on this form is to enable Hampshire County Council to evaluate the role. The information may also be used, in full or part, to support other processes such as performance development review, induction, recruitment and training and development. The information will be stored electronically and in hard copy format and made available to only to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

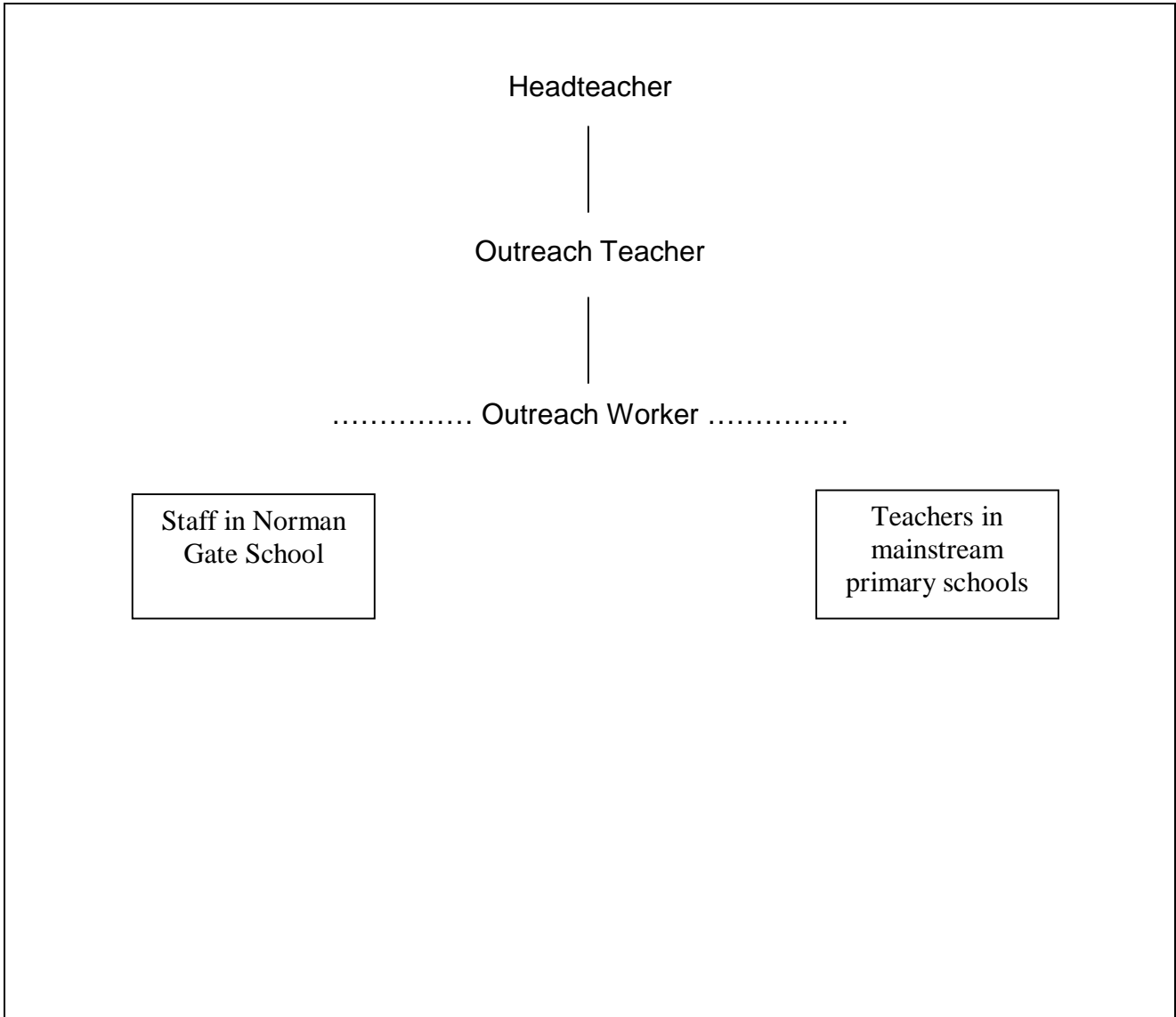
(See Guidance Notes)

	ROLE PROFILE FORM Reference Number.	02888
1	DEPARTMENT	Schools
2	SECTION	Special
3	GROUP SPECIALISM	
4	ROLE TITLE IN FULL	Outreach Worker
5	SAP ROLE TILE (No greater than 40 characters long)	Outreach Worker
6	STATUS OF ROLE PROFILE (i.e. New; revision; generic; challenge; deleted)	New
6a	Date of change in status / effective date	
7	ROLE REPORTS TO (Supervisor/manager's role title)	Outreach Teacher

8	ROLE PURPOSE (Why the role exists)
<p>To provide support to teachers in mainstream primary schools on Special Educational Needs (SEN) issues in order to meet the needs of all pupils in mainstream schools. To provide a specialist source of advice, guidance and training to teachers and other interested parties on a range of SEN issues</p>	

9. ORGANISATION STRUCTURE

Please insert or attach a structure chart which clearly sets out the title of the role its peers, subordinates & superiors together with the numbers in role, reference numbers & grades of the role profiles shown. **To draw, hold cursor over word toolbar 'diagram icon' & select 'organisation chart'.**



10. Accountabilities

Accountability statements are the key functions of the role which in combination make up the main purpose. They combine the task with a resource and a clear outcome. Typical examples include Resource management, Finance, Systems, Supervision, Professional direction, Policy, Administration etc.

Select an appropriate series of up to 6 Headings for this role & insert in the table below: . Please note that Corporate and statutory initiatives' is a common accountability & must be included.

- To provide specialist advice to teachers in mainstream primary schools on a range of special needs issues e.g. pupil behaviour management and the provision of resources to enable pupils with a range of learning difficulties on the autistic spectrum to remain in mainstream schools
- To develop and deliver training events for teachers on SEN issues to enable them to develop their skills and experience in managing pupils with learning difficulties
- To run pupil activities within Norman Gate school e.g. school council and lunchtime clubs
- To carry out and produce written assessments of individual pupils in order to determine their particular needs and to avoid their exclusion
- To contribute to the Annual review process of individual pupils in order to determine the educational support they require under statements of educational needs
- To organise an annual autism fair - for teachers, parents etc to raise awareness about autism and the resources available to support pupils
- To liaise with extended school providers to enable pupils to gain access to services
- Corporate & statutory initiatives
To comply with HCC and school H and S requirements

11. Key Decision Making Areas in the Role (please provide 3 or 4 examples of typical decisions encountered)

- Pupil referral forms from schools – Prioritise and determine what support individual pupils require
- Pupil Assessment - Determine what strategies best meet needs of pupils, and what support the school requires
- Revenue budget - determine spending priorities for SEN resources to meet pupil needs (up to £500)

12. Role Dimensions – financial (e.g. . annual revenue budgets) and non-financial units (e.g. workload, customers/staff)

(See important guidance notes on financial relationships – non recurring budgets e.g. capital sums should be clearly indicated as such)

50 Primary schools in Andover area potentially able to access the services of the role holder

13. Main Contacts – external/internal customer contacts and purpose- Frequency & level of contact may also be relevant.

- Teachers in main stream primary schools: regular - to provide advice on strategies to meet pupils' needs
- Educational Psychologists - contribute to annual reviews and discuss strategies to meet pupil needs
- Andover Education Centre - pupil assessments
- Parents - Exchange of information
- CAMHS (Child and Adolescent Mental Health Services - Exchange of information)
- YISP (Youth Inclusion Support Programme) Exchange of information
- B.S.T. (Behaviour Support Team) Exchange of information in joint case work

14. Working Conditions – Please state the nature of the typical working conditions, i.e. the environmental and physical factors involving physical effort or strain. Please state the frequency of occurrence .e.g. infrequent, occasional, frequent or continuous

Normal school environment - no contra indicators

15. Role requirements for operational effectiveness.

Please state the essential skills, qualifications and types of experience which are required for operationally effective service delivery. Additional and desirable, attributes or qualifications, e.g. a degree or membership of a professional body should only be included, where the employing department believes that the role cannot be effectively performed without it.

- NVQ4/Diploma in Special Needs
- Literate, and able to produce high quality reports
- Substantial practical knowledge of pupils with learning difficulties, autism
- Empathy with pupils with learning difficulties
- Tact, diplomacy and sensitivity
- PAATHS training (Practical approved to autism for teachers in Hampshire schools).

16. Context/Additional Information