



Riverside Community Special School Outreach Worker Job Description

Main purpose

To undertake a varied and flexible role supporting pupils with special educational needs and disabilities (SEND) across outreach, transition, and school-based provision. This includes delivering direct outreach to pupils not currently attending school, supporting their return to education, working in partnership with the Outreach Teacher to provide support and training to local schools, and assisting the Headteacher with observation, assessment, and statutory processes such as consultations and tribunals. The role requires strong professional judgement, excellent written communication skills, and the ability to contribute effectively across a range of educational, pastoral, and administrative functions to improve outcomes for pupils.

Key Responsibilities

1. Direct Outreach Support

- Deliver tailored outreach support to pupils who are not currently attending school, within home or local community environments.
- Build positive, trusting relationships with pupils and their families to re-engage them with education.
- Plan engaging and motivating outreach sessions, in conjunction with class teacher.
- Implement individual support plans designed to meet pupils' social, emotional, and learning needs.
- Use flexible, creative approaches to overcome barriers to engagement and attendance.

2. Reintegration into School

- Support pupils' gradual transition back into school where appropriate.
- Work collaboratively with teaching staff, families, and external professionals to ensure successful reintegration.
- Monitor progress, engagement, and wellbeing, adapting strategies as needed.

3. Outreach for schools and settings

- Assist the Outreach Teacher in delivering support to local schools.
- Provide advice, modelling, and practical strategies to school staff working with pupils with SEND.
- Contribute to training, workshops, or resource development where appropriate.
- Collaborate with the Outreach Teacher to ensure all work is meaningful and aligned.

4. Support for statutory process

- Work closely with the Headteacher to provide support for statutory processes such as annual reviews, EHC placement consultations and tribunals.
- Assist in observations of pupils for placement decisions, consultations, and tribunal processes.
- Contribute to the preparation of reports, documentation, and evidence for statutory processes.
- Maintain accurate, high-quality written records, including case notes, reports, and assessments.

5. Support for statutory process

- Maintain safeguarding and child protection responsibilities at all times.
- Work in line with school policies and SEND best practice.
- Liaise effectively with parents, carers, schools, and external agencies.
- Attend relevant meetings, reviews, and training.

This job description should be read in conjunction with the role profile attached. Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the outreach worker will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.