



Goldwyn School  
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# Goldwyn School

## Job Description: Outreach Lead - All Sites (temporary to 31.08.2027)

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<b>Employed For:</b>	30-35 hours per week term time only plus staff development days
<b>Hours of Work:</b>	Monday to Friday. Hours to be discussed and agreed
<b>Employed at:</b>	All Sites
<b>Responsible To:</b>	Assistant Principal (Behaviour and Attendance)/Principal
<b>Purpose of the Job:</b>	<p>To lead and manage the school's outreach provision, supporting the inclusion and progress of students across the school and in partnership settings. The Outreach Lead will work closely with families, external agencies and mainstream schools to promote best practices in SEMH support.</p> <p>Full clean driving licence is essential as you will be travelling across sites and for outreach work.</p>

### Key Responsibilities:

- Design, implement and evaluate the school's outreach strategy.
- Provide direct support and training to mainstream schools and alternative provisions.
- Act as a key liaison between the school, families, and external professionals.
- Develop and deliver workshops, training sessions, and resources for staff and parents.
- Support reintegration and transition plans for students moving between settings.
- Monitor and report on the impact of outreach interventions.
- Contribute to whole-school development and strategic planning.

### Supporting Attendance and Inclusion

- Develop and implement proactive strategies to improve attendance and engagement across Goldwyn sites.
- Work directly with students struggling to attend education, using creative and therapeutic approaches to support re-engagement.
- Monitor attendance data and provide early intervention for students at risk of persistent absence.
- Conduct home visits and work closely with families to identify and address barriers to attendance.
- Develop personalised attendance and inclusion plans, setting clear and achievable goals for each student.
- Ensure all strategies align with Goldwyn's trauma-informed, therapeutic approach and uphold our safeguarding standards.

### Outreach and Community Engagement

- Lead on outreach programmes for children and young people not currently accessing education, including those on reduced timetables or EOTAS (Education Other Than At School) placements.
- Work with local authorities, social workers, schools, and other agencies to coordinate placements and reintegration pathways for young people.
- Provide off-site education, intervention and transition support to students in alternative provision, including home-based and community settings.
- Develop and deliver therapeutic interventions that facilitate a return to learning, in collaboration with the therapy and education teams.

- Act as a key liaison between parents/carers, schools, and external professionals to create a coordinated support plan for students.

### **Safeguarding and Pastoral Support**

- Ensure that all safeguarding and attendance procedures are followed and recorded in compliance with national and local guidelines.
- Identify students who may be at risk due to poor attendance, lack of engagement, or SEMH concerns, and escalate cases accordingly.
- Act as a point of contact for parents/carers, ensuring clear communication and collaborative problem-solving.
- Support students experiencing emotional distress or school anxiety, offering practical and therapeutic strategies to help them build confidence.
- Participate in multi-agency meetings to advocate for students' needs and contribute to EHC plans, alternative provision discussions, and case reviews.

### **Staff Training and Development**

- Provide guidance and training to staff on best practices for supporting attendance and inclusion.
- Develop resources, workshops and CPD sessions to upskill staff in recognising and responding to attendance-related challenges.
- Work collaboratively with the wider education and therapy teams to embed inclusive, trauma-informed practices across all sites.

### **Safeguarding:**

All staff are expected to uphold the school's commitment to safeguarding and promoting the welfare of children and young people.

### **Health & Safety**

- To be ever mindful of the dangers that threaten the wellbeing of students and staff alike
- To supervise the use and care of the learning environment.

### **Performance Development:**

- All staff must complete a satisfactory Performance Review in accordance with the Pay Policy to ensure pay progression

### **Staff Development:**

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity (linked to the relevant standards). To review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

### **Safeguarding**

Goldwyn is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Principal.

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post. In addition it may be amended at any time after consultation with you.