



## **JOB DESCRIPTION – REINTEGRATION OFFICER**

### **Job details**

**Grade:** KS A (FTE £26,168 per annum)

**Reporting to:** Assistant Headteacher – Safeguarding & Behaviour

### **MAIN PURPOSE**

To provide a proactive presence across the school site, ensuring student safety, punctuality, and well-being. The Student Welfare Officer acts as the primary point of contact for "site walks," managing student movement outside of scheduled lesson times and supporting the pastoral team in maintaining a calm, purposeful learning environment.

### **DUTIES AND RESPONSIBILITIES**

1. Conduct regular, scheduled "site walks" to identify students who are out of lessons without authorisation.
2. Escort students back to their designated classrooms or to a supervised study area.
3. Monitor high-traffic areas (corridors, toilets, and social spaces) during lesson times to discourage loitering.
4. Collect students from classrooms for pre-arranged appointments (medical, dental, or internal meetings) and escort them to Reception or the medical room.
5. Assist in the transition between lessons to ensure students move quickly and safely to their next period.
6. Support the "on-call" system by responding to requests from teachers for student removals, behaviour or assistance
7. Collaborate and support the Reintegration Lead and provide daily cover
8. Support the Pastoral Team (HOY/SSMs) in daily duties
9. Act as a friendly, visible point of contact for students who may be feeling overwhelmed or anxious.
10. Identify and report any safeguarding concerns or unusual student behaviour to the Designated Safeguarding Lead (DSL).



THE ARCHBISHOP'S SCHOOL  
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11. Liaise with the attendance office to locate missing students or those marked as "unaccounted for" on the register.
12. Maintain brief logs of student interactions or "out of class" incidents using the school's tracking system (Bromcom).
13. Work closely with Year Leaders and Student Support Managers to identify patterns in student truancy or behavioural trends
14. Support during emergency situations and evacuation



**Footnote:** 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.

## PERSON SPECIFICATION

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Level 1 or 2 Diploma (or equivalent) with proficient practical skills, including a Minimum of Level 2 in English and Mathematics (E) First Aid qualification (D) Conflict resolution or de-escalation training (D) Minibus (D)
<b>EXPERIENCE</b>	Experience working with children or young people. (E)  Experience in a school, youth work, or security setting. (D)  First aider experience (D)  Ability to drive a minibus (D)
<b>SKILLS AND ABILITIES</b>	Ability to communicate firmly but kindly with students. (E)  Ability to remain active and on your feet for the majority of the day (E)  High levels of patience, resilience, and a sense of humour. (E)  An understanding of the barriers to learning (D)
<b>KNOWLEDGE</b>	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. Knowledge of behaviour strategies and techniques