

Job Description

Dual Registration Co-ordinator – East Sussex Academy and (ESA) Outreach Service
East Sussex Academy Hastings – willing to travel and work across Hastings, Newhaven and Hailsham Fixed term initially Start date: Asap Fixed term until July 2026 Hours – 21 (3 days per week – flexible) Salary range – actual £16,620 to £19,263 pa (FTE £33,240 to £38,526) Transport – needs to drive and have use of own car
Reports to: ESA Outreach Lead and ESA Head Teacher
To provide efficient and professional support to the ESA settings and ESA Outreach team, specifically by developing a thorough knowledge and understanding of the plans and priorities for children and young people on a dual registration place at East Sussex Academy. This will include maintaining high-quality, updated systems for recording data and tracking the progress of actions agreed for dual registration places. To be a key point of liaison and contact for ESA staff between families, schools and relevant agencies for dual registered students. Under the supervision and direction of the Head of LSEAT Outreach, ESA Outreach Lead and Head Teacher, to work with schools to monitor and review dual registration placements, ensuring that agreed actions are tracked and that contact between the home schools, families and ESA is regular and effective.
• To set up and maintain systems for capturing the educational history of students on dual registration placed at East Sussex Academy, where appropriate recording it in an Interactive Factors Framework /Educational History and chronology. • To attend planning meetings with schools and ESA Outreach/SLT where plans are agreed for dual registration placements, taking minutes and ensuring that action plans are shared amongst all parties. • Liaise with home schools, families and relevant agencies to request or update information relevant to student's history. • To attend and support review meetings led by the home school, ensuring that placements at ESA are monitored and that actions agreed are tracked and updated as necessary. • To be a key point of contact with ESA staff and ESA Outreach around ongoing DR placements. • Capture pupil voice to ensure the voice of the child is included in the information gathered. • Develop an understanding of children and young people on dual registration placements, building relationships with the families and carers wherever appropriate. • Support the ESA Outreach team with meetings and record keeping as appropriate. • Attend school and multi-agency meetings as directed. • Work with schools to support children's mental health and well-being, promote positive behaviour and positive attitudes to learning and to develop positive relationships. • Any other duties considered relevant to the role.
• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace. • Ensure that all duties and services are in accordance with the Trust's Equal Opportunities Policy. • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head of Service to carry out appropriate duties within the context of the job, skills and grade.
- CPD – demonstrate a clear commitment to develop and learn in the role. Ability to effectively evaluate own performance and share knowledge with others.
- Attend CPD as an individual and member of the service and keep up current training and accreditations (eg ELSA, DSL training, PRICE).

PERSON SPECIFICATION FRAMEWORK

<u>General Heading</u>	<u>Detail</u>	<u>General Examples</u>	<u>Specific Examples</u>
Qualifications & Experience	Specific qualifications & experience	Successful experience of working with families and other agencies in a busy school environment or equivalent.	
	Knowledge of relevant policies and procedures	Working knowledge of general school policies and procedures, in particular in relation to GDPR, safeguarding and SEND	
	Literacy	Excellent reading and writing skills	
	Numeracy	Ability to count and undertake complex calculations.	
	Technology	Ability to use photocopier. Experience of using Microsoft applications and other database applications.	
Communication	Written	Ability to complete detailed reports, forms and letters.	
	Verbal	Ability to exchange verbal information clearly and sensitively with a range of agencies, parents, and children.	
	Languages	Overcome communication barriers with children and adults.	
	Negotiating	Ability to consult with colleagues in an effective way.	
Working with children	Behaviour Management	Good understanding and implement the Trust's behaviour management policy.	
	SEN	Good understanding of SEND, the differences in children and adults and to be able respond appropriately in relation to the role.	

Working with children			
	Curriculum/School organisation	Good understanding of the learning experience provided by the Service in relation to the role.	
	Child Development	Good understanding of the way in which children develop in relation to the role.	
	Health & Well being	Good understanding of the importance of physical and emotional wellbeing. Ability to support children who may be exhibiting challenging behaviour	
Working with others	Working with partners	Understand the role of others working in and with ESA and the ESA Outreach Service	
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults.	
	Teamwork	Ability to work effectively with other adults in the school. Ability to work on own.	
	Information	Ability to provide timely and accurate information.	
Responsibilities	Organisational skills	Excellent organisational skills. Ability to work accurately with attention to detail.	
	Time Management	Ability to manage own time effectively and meet all deadlines.	
	Creativity	Ability to use initiative.	
General	Equalities	Demonstrate a commitment to equality	
	Health & Safety	Good understanding of Health & Safety.	
	Child Protection	Understand and implement child protection procedures.	

General	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality.	
	CPD	Demonstrate a clear commitment to develop and learn in the role. Ability to effectively evaluate own performance and share knowledge with others.	