Job Description: Westside Extend Coordinator

Westside School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

This position is offered on a full-time, 12-month fixed-term basis and is available to begin in **January 2027** (subject to satisfactory safer recruitment and pre-employment checks). The closing date for applications is **Friday 11th December 2026**, with interviews taking place during the **week beginning Monday 14th December 2026**.

Job Details

Salary	£35497 per annum (FTE)
Hours	Full-time (37.5 hours per week)
Location	Westside School
Contract Type	Full-time, 12-month fixed-term contract. Available from January 2027 (subject to satisfactory safer recruitment and pre-employment checks)
Reporting To	Deputy Headteacher
Key Interfaces	Designated Safeguarding Lead (DSL), Key Workers, Inclusion/SEND Team, Admissions, Exams Officer, Teaching Staff, Therapeutic Practitioners (SALT, OT, Counselling, ELSA), PSHE/Careers/Enrichment Leads, Families, Commissioning Schools, and External Agencies

Main Purpose

The Westside Extend Coordinator will lead on the day-to-day operational delivery and coordination of **Westside Extend**, Westside School's off-site and hybrid educational and therapeutic provision for current and prospective students unable to access traditional school environments due to Emotionally Based School Avoidance (EBSA), prolonged non-attendance, significant anxiety, or complex SEMH and SEND needs.

Working closely with the Deputy Headteacher and Designated Safeguarding Lead (DSL), the postholder will ensure all off-site and online students are rigorously safeguarded and can access structured online learning alongside targeted face-to-face sessions covering therapy, PSHE, careers, and enrichment—with the overarching goal of supporting a successful transition into the main school in person. Acting as a central point of contact for students, families, internal teams, and multiple external agencies, the postholder will drive targeted attendance improvements, coordinate admissions assessments, and manage phased reintegration pathways.

Qualities

The Westside Extend Coordinator will:

- Uphold high standards of ethics, safeguarding, confidentiality, and professional conduct at all times.
- Build warm, trusting, trauma-informed relationships with vulnerable young people and their families.
- Demonstrate patience, resilience, and a solution-focused mindset when supporting students experiencing acute anxiety or barriers to education.

Duties and Responsibilities

1. Off-Site Provision Leadership & Google Classroom Management

- Lead the day-to-day operational coordination of off-site and hybrid provision for both current internal students and prospective referrals.
- Act as the operational lead for Google Classroom across Westside Extend— monitoring student engagement and assignment completion, liaising with teaching staff and troubleshooting digital access barriers for students, families, and staff.
- Ensure all students maintain reliable access to live online lessons, recorded curriculum content, and secure digital platforms (Google Classroom).

2. Holistic Face-to-Face Provision (Therapy, PSHE, Careers & Enrichment)

- Coordinate, schedule, and facilitate student access to face-to-face and hybrid sessions covering therapy (Speech and Language Therapy, Occupational Therapy, Counselling, and ELSA), PSHE, careers guidance, and enrichment programmes.
- Ensure face-to-face sessions—delivered either in quiet, dedicated spaces on-site or in approved off-site/community settings—are well-planned, risk-assessed, and tailored to build confidence for main school attendance.
- Work alongside dedicated Key Workers and specialist practitioners to deliver 1-to-1 wellbeing check-ins, mentoring, and engagement activities.

3. Safeguarding & Close Partnership with the DSL

- Work in close daily partnership with the Designated Safeguarding Lead (Deputy Headteacher) to maintain rigorous safeguarding oversight across all off-site, community, and online provision.
- Follow all statutory safeguarding procedures under *Keeping Children Safe in Education* (KCSIE), conducting regular welfare checks, promptly logging concerns on the school safeguarding system, and escalating issues immediately to the DSL.
- Contribute to and implement off-site, home-visit, and individual student risk assessments, ensuring safe working protocols are upheld at all times.

4. Transitions & In-Person Reintegration Planning

- Design, coordinate, and monitor structured, gradual reintegration plans to transition students from Westside Extend into main school attendance in person (or onward to an appropriate educational placement).
- Act as a consistent, trusted point of contact during initial on-site visits and phased timetable transitions to reduce student anxiety and sustain attendance.
- Liaise closely with parents, carers, mainstream/commissioning schools, and internal pastoral teams to establish clear transition timetables, safe spaces, and shared de-escalation strategies.

5. Admissions, Pathways & Targeted Attendance Monitoring

- Coordinate the pre-enrolment admissions workflow for prospective referrals and internal Westside students referred to Westside Extend, gathering information across the four-part initial assessment framework:

1. **Attendance Assessment:** Current and historical attendance patterns, barriers to attendance, and previous interventions.
2. **Educational Assessment:** Current academic attainment, engagement with learning, curriculum access, and educational needs.
3. **Therapeutic Assessment:** SEMH, communication, sensory, and therapeutic intervention requirements.
4. **General Risk Assessment:** Safeguarding concerns, risk to self/others, community/environmental risks, and suitability for online and off-site provision.

- Prepare case summaries and schedule meetings for the Multi-Disciplinary Placement Panel (comprising SEND, Admissions, Teaching & Learning, Therapeutic Services, and SLT) to determine placement suitability and pathway selection.
- Oversee day-to-day scheduling and formal review cycles across Pathway A (Short-Term Reintegration Pathway: reviews at Weeks 3, 6, 9, and 12) and Pathway B (Long-Term Engagement Pathway: termly reviews in Autumn 2, Spring 2, and Summer 2).
- Monitor daily student attendance and participation across online and face-to-face sessions, implementing early-intervention strategies and sharing weekly engagement logs with internal leaders, commissioning schools, and Local Authorities.

6. Multi-Agency Liaison & Administration

- Liaise proactively with multiple external agencies—including Children's Social Care, CAMHS, Youth Justice Services, Virtual Schools, Careers Advisors, and Local Authority officers—to coordinate holistic support plans.
- Undertake any other administrative, pastoral, or coordination duties reasonably requested by the Headteacher or Deputy Headteacher commensurate with the grade of the role.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Westside Extend Coordinator will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person Specification

Criteria	Essential & Desirable Qualities
Qualifications and Training	• Good standard of general education (GCSEs in English and Maths at Grade C/4 or above, or equivalent). • Willingness to undertake statutory safeguarding training, KCSIE updates, and specialist training (e.g., EBSA, trauma-informed practice, ELSA) upon appointment.
Experience	• Experience working with, mentoring, or supporting young people, families, or vulnerable individuals (e.g., in a school, youth work, community, mentoring, social care, or customer-facing support environment). • Experience coordinating schedules, tracking attendance or engagement data, and managing administrative workflows. • Experience collaborating with external agencies or multi-disciplinary professionals to support young people.
Skills and Knowledge	• **Digital & Google Classroom Proficiency:** Adept (or willingness) at using and managing Google Classroom (setting up classes, tracking student work, supporting users). • **Safeguarding Awareness:** Sound understanding of child protection and safeguarding principles, with the ability to work transparently and closely with the Designated Safeguarding Lead. • **Relational & Communication Skills:** Strong interpersonal skills, with the ability to build trust with anxious or disengaged young people and communicate empathetically with parents/carers. • **Holistic & Attendance Insight:** Understanding of—or strong commitment to learning about—barriers to school attendance (EBSA, anxiety, SEMH, SEND) and the role of therapy, PSHE, careers, and enrichment in supporting reintegration. • **Organisation:** High attention to detail and ability to manage competing priorities across off-site sessions, admissions panels, and review cycles.
Personal Qualities	• Calm, patient, non-judgmental, and trauma-informed approach to working with young people. • Proactive, adaptable, and comfortable working across on-site, online, and community environments. • Absolute commitment to safeguarding, child protection, confidentiality, and equality of opportunity.