

Enhanced Provision Outreach Practitioner Practice Guidance

Overview

Enhanced Provision Outreach Practitioners provide advice and outreach support to mainstream primary schools, with a particular emphasis on the early stages, to meet the additional support needs of children within their settings.

The Enhanced Provision Outreach Practitioner post is Grade H on the Local Government Employee PayScale.

Enhanced Provision Outreach Practitioner Role

- Support education staff within the cluster to plan and implement a curricular programme: individualised education planning, curricular adaptations, play-based learning approaches, the development of learning and teaching strategies and consideration of environmental adaptations, which meets the needs of individual children in line with national and local policies and guidance.
- Collaborate with the 'Team Around the Child' as required and under the direction and supervision of senior school leaders.
- Carry out and evaluate work with individuals/ groups of children and provide written reports, where required, by the school leadership team.
- Provide targeted support to children
- Assist in transition planning and delivery for children going into Primary 1
- Attend to medical and personal care needs of children where required.
- Undertake professional learning as detailed in Aberdeenshire's Professional Learning Framework for Enhanced Provision Outreach Practitioner, in accordance with the needs of the individual pupils

Line Management

Enhanced Provision Outreach Practitioners are line managed by the Cluster Enhanced Provision School Head Teacher.

Arrangements for the induction of newly appointed Enhanced Provision Outreach Practitioners will be made by their line manager. An induction checklist is available for this post.

Strategic management of Enhanced Provision Outreach Practitioners is the responsibility of the Principal Educational Psychologist / Service Manager (Inclusion, Equity & Wellbeing).



Child Protection, Confidentiality and Information Sharing

Enhanced Provision Outreach Practitioners must undertake Child Protection training as per the “Skilled Level” of Aberdeenshire’s Child Protection in Education Professional Learning Framework, which can be found within the Child Protection tile of the [Inclusion, Equity and Wellbeing website](#). Child Protection must always be a priority and will overtake any information sharing and confidentiality agreements.

Referral Process

Staged intervention is key to assessing learners’ additional support needs. Pupils who are to be considered for the support of an Enhanced Provision Outreach Practitioner should have been identified through a single or multi-agency Child’s Plan process.

It is the responsibility of the Head Teacher of the pupil who has been identified as requiring support, to complete the “Enhanced Provision Request Form”. Where the request is for a Nursery pupil in relation to Transition, then the Head Teacher of the pupil’s zoned school is responsible for the completion of this section of the form.

Referrals for the Enhanced Provision Outreach Practitioner should be made to the Local ASN Forum, using the “Enhanced Provision Request Form”.

In some instances, Outreach Support may be offered by the Local ASN Forum as an alternative to an Enhanced Provision place. An Enhanced Practitioner Outreach Practitioner may only be asked to work with pupils from within the cluster that they are employed to work in.

Monitoring, Evaluation and Closure

In many cases the role of the Enhanced Provision Outreach Practitioner will be to provide advice, consultation and support to the Class Teacher.

Where it has been agreed that the Enhanced Provision Outreach Worker will work directly with a pupil, the impact of the Intervention should be monitored and reviewed as part of the single or multi-agency Child’s Plan process. Time should be protected to ensure close collaboration between the Enhanced Provision Outreach Practitioner and the Class Teacher.

An exit strategy and timeline for the Enhanced Provision Outreach Practitioner Intervention should be discussed and agreed prior to the work starting. Generally, the Intervention will run for 8 – 12 weeks, however this should be reviewed during this time period and can be extended or reduced where appropriate and necessary.

Deployment

A flexible approach needs to be taken regarding the deployment of Enhanced Provision Outreach Practitioners. Allocation of time should be needs led, based on identified and agreed priorities. The workload of an Enhanced Provision Outreach



Practitioner at any one time must be carefully considered and frequently reviewed to ensure that it is manageable and sustainable. Consideration will also need to be given to the balance of consultative work and direct work with pupils.

Consideration should also be given to ensure Enhanced Provision Outreach Practitioners have adequate breaks and lunch times.

Communication

It is the responsibility of the relevant class teacher or where appropriate the Head Teacher, to:

- Provide key information to the Enhanced Provision Outreach Practitioner about the pupil which will be relevant to the intervention they will be providing
- Provide any relevant updates to the Enhanced Provision Outreach Practitioner during the time they are providing the Intervention.
- Be the contact for parents/carers and to communicate any relevant information to the Enhanced Provision Outreach Practitioner in relation to this correspondence.

It is the responsibility of the Enhanced Provision Outreach Practitioner to:

- Collaborate with the 'Team Around the Child' as required and provide written reports when required to inform the Child's Planning processes.
- Update the Head Teacher via email, with a brief summary following each session with a pupil.
- Update the Head Teacher of the key points emerging from consultation work with Class Teachers.

Support Mechanisms

It is very important that an Enhanced Provision Outreach Practitioner seeks regular support from their line manager:

- When they feel 'stuck'
- When they are not seeing an impact of their work on the pupil
- When they find they are worrying about a pupil

To provide this support, the Enhanced Provision Outreach Practitioner's line manager should plan informal "check-in" meetings every 2-3 weeks. More formalised, caseload discussion meetings should be planned every term.

Termly networking meetings for Enhanced Provision Outreach Practitioners will be arranged by the Inclusion, Equity and Wellbeing Team.



Career Long Professional Learning (CLPL)

Enhanced Provision Outreach Practitioners have access to CLPL in line with existing procedures and HR Policies. The PPP or Personal Performance Plan approach is in place across Aberdeenshire Council. The use of PPPs supports the maintenance of good communication and provides the opportunity to have regular high-quality conversations that support the needs and aspirations of each individual. Further information can be found [here](#)

The Professional Learning Framework for Enhanced Provision Outreach Practitioners includes “core” training for Enhanced Provision Outreach Practitioners and details the Knowledge and Skills which are developed from this training. Enhanced Provision Outreach Practitioners must be provided opportunities and supported to attend this “core” training.

“Core” training will be funded centrally by the Local Authority. Any additional training identified by the Enhanced Provision Outreach Practitioner or by the school, will be funded by the school.

Budget and Resources

All Enhanced Provision Outreach Practitioners should be employed for 35hrs per week (pro-rata) on a term-time and in-service day contract (45.04 or 46.06 wk/yr depending on their length of service).

Enhanced Provision Outreach Practitioners should be coded to Enhanced Provision Outreach **E085602**, Subjective code **012**.

Provision of the resources required by Enhanced Provision Outreach Practitioners to undertake the role are the responsibility of the cluster.

Enhanced Provision Outreach Practitioners can claim travel expenses in line with Aberdeenshire’s Travel & Subsistence Procedure. For the purposes of calculating travel claims, the Enhanced Provision School in each cluster is the base for Enhanced Provision Outreach Practitioners. Travel claim forms can be submitted via their self-service portal within iTrent. Guidance on how to claim can be found [here](#).