

Enhanced Provision Outreach Practitioner Practice Guidance

1. Overview

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

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

2. 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. They may contribute to planning but responsibility for developing planning documents remains with the individual school.
- 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 in accordance with an agreed target, which would be specified within an individualised educational programme. They should not be used as an alternative to a Pupil Support Assistant.
- 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

The aim of an Enhanced Provision Outreach Practitioner is to support pupils to be fully included in mainstream education settings. They do not carry out assessments or make recommendations regarding specialist placement provision.

3. 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).

4. Professional Learning

The Professional Learning Framework for Enhanced Provision Outreach Practitioners can be found on Viva Arcadia within the Additional Support Needs Staffing and Workforce development tile of the [Inclusion, Equity & Wellbeing](#) section. The framework sets out the “core” professional learning which Enhanced Provision Outreach Practitioners must be supported to undertake. With the exception of CALM 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 or cluster as appropriate.

Professional Support Group (PSG) meetings will be scheduled on a termly basis, or more frequently if a need is identified by senior officers. Enhanced Provision Outreach Practitioners should be released to attend these virtual meetings.

Enhanced Provision Outreach Practitioners have access to professional learning 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](#)

5. 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](#) and is embedded as core training for the role. Child Protection must always be a priority and will overtake any information sharing and confidentiality agreements.

6. 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. They may not be asked to undertake duties which are not relevant to their role, such as providing break or lunch cover in a school.

Once a referral has been accepted, the referral form and accompanying documentation should be shared with the Enhanced Provision Outreach Practitioner. The Enhanced Provision Outreach Practitioner will then make contact with the referring school to discuss the outcomes being sought from their involvement.

The Enhanced Provision Outreach Practitioner should only work with pupils who have been referred through the Local ASN Forum.

7. 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 Practitioner will work directly with a pupil, the target of this work should be clearly defined within the pupil’s Individualised Educational Programme (IEP). The impact of the intervention should be monitored and reviewed through Child’s Planning processes. Time should be protected to ensure close collaboration between the Enhanced Provision Outreach Practitioner and the Class Teacher to ensure a shared approach. This will also allow the Enhanced Provision Outreach Practitioner to provide the information required for the Class Teacher to update the pupil’s Individualised Educational Programme.

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. In accordance with the ‘Enhanced Provision Support in Primary School Guidance’ continuation of Outreach Support should not continue indefinitely. Requests for the support to continue **beyond 12 weeks** should be submitted to the Local ASN Forum (or designated subgroup) using the [“Request to Local ASN Forum for Continuation of Outreach Support” Form \(Appendix 2 – Enhanced Provision Support in Primary School Guidance\)](#).



8. Line Management Support

A flexible approach needs to be taken regarding the deployment of Enhanced Provision Outreach Practitioners. Allocation of time to individual schools 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 with their line manager 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, as well as travel time between schools and adequate breaks.

It is very important that an Enhanced Provision Outreach Practitioner seeks 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.

9. 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, over and above the information which was submitted to the Local ASN Forum
- 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:

- Update the Enhanced Provision Outreach Practitioner Recording Document (Appendix 1) after each visit/ session
- Create a TEAM with each school they are working with ensuring the Head Teacher of the school and their Line Manager are 'owners' of the TEAM. Store the Enhanced Provision Outreach Practitioner Recording Document (Appendix 1) in the TEAM
- Collaborate with the 'Team Around the Child' as required and provide written reports when required to inform the Child's Planning processes.



10. 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](#).

Guidance Updates	
May 2025	<p>Section 2 "Enhanced Provision Outreach Practitioner Role" updated to clarify that the EPOP should not undertake PSA duties, develop planning documentation on behalf of a school or be involved in specialist placement recommendations.</p> <p>Section 4: "Professional Learning" updated to include link to Professional Learning Framework and reference to Professional Support Group</p> <p>Section 6: "Referral process" updated to specify the information which should be shared with the EPOP</p> <p>Section 7: "Monitoring, evaluation and closure" updated to more explicitly link EPOP work to IEP targets. Process for the continuation of EPOP support beyond 12 weeks is stated.</p> <p>Section 8: Title change from "Deployment" to "Line Management Support" updated to provide further details on line manager responsibilities</p> <p>Section 9: Reference to the storage, use and purpose of the EPOP Recording Document</p>

APPENDIX 1:

Enhanced Provision Outreach Practitioner Recording Documentation									
Enhanced Provision Outreach Practitioner and Cluster:	Click or tap here to enter text.								
Pupils Name:	Click or tap here to enter text.								
School:	Click or tap here to enter text.								
Class:	Click or tap here to enter text.								
Detail any Additional Support Needs of the pupil:	Click or tap here to enter text.								
Relevant Pre-Existing Medical Conditions	Click or tap here to enter text.								
Date of referral approved by ASN Forum:	Click or tap to enter a date.		Predicted End Date of Intervention (max 12 weeks)		Click or tap to enter a date.		Is this a re-referral? Y/N		Click or tap here to enter text.
Other Professionals working with this Pupil	<i>Education Staff, Parents, Head Teacher, Depute Head Teacher, Nature Nurture Practitioner, ASL Teacher, PWW</i>								
Documentation Reviewed by EPOP Relating to the Pupil (tick box(es)):	Referral	<input type="checkbox"/>	Behaviour Support Plan	<input type="checkbox"/>	Individualised Education Programme	<input type="checkbox"/>	Other (please state)	Click or tap here to enter text.	

SHANARRI Indicators: (Highlight relevant areas)	<ul style="list-style-type: none"> Safe (Risk awareness, personal safety, boundaries) Healthy (Physical & mental health, self-care, healthy choices) Achieving (Growth mindset, learning strategies, goal setting) Nurtured (Emotional support, attachment, self-worth) Active (Physical activity, engagement, participation) Respected (Listening skills, self-expression, understanding rights) Responsible (Decision-making, accountability, independence) Included (Social belonging, teamwork, embracing diversity) 	
Skills and Strategies Focus: (Highlight relevant areas)	Contributing to the identification of appropriate:	
	<ul style="list-style-type: none"> Curricular adaptations Play-based learning approaches Environmental adaptations Learning and teaching strategies and approaches Individualised planning to address barriers to learning 	<ul style="list-style-type: none"> Strategies to support a child with regulation Communication approaches Strategies to support social interaction Transition planning Other:

APPENDIX 1:

Initial Referral Discussion with Head Teacher and / or class teacher on what intervention is required:		
<ul style="list-style-type: none"> <i>Detail what has already been tried and what the Enhanced Provision Outreach Practitioner is going to do</i> Click or tap here to enter text. 		
Date of Visit		Observation of Pupil
<ul style="list-style-type: none"> <i>Notes on how pupil presents including their barriers to learning and what motivates and interests them</i> Click or tap here to enter text. 		

Date	Summary of session	Notable achievements and challenges of the session	Plans for the next visit
	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

APPENDIX 1:

Summary of intervention to date (consideration if a re-referral is required)
<ul style="list-style-type: none"> Summarise impact of interventions so far. Detail if the interventions contributed to planning documentation for pupil e.g. IEP, Behaviour Support Plan. Discuss with Head Teacher if a re-referral is to be considered <p>Click or tap here to enter text.</p>

Date	Summary of session	Notable achievements and challenges of the session	Plans for the next visit
	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Advice and agreed strategies to support pupil following Enhanced Outreach Provision Practitioner support:
<ul style="list-style-type: none"> To be completed if the support from the Enhanced Provision Outreach Practitioner is coming to an end <p>Click or tap here to enter text.</p>

Enhanced Provision Outreach Practitioner Support:					
Date Commenced:	Click or tap to enter a date.	Date Ended:	Click or tap to enter a date.	Number of Weeks:	Click or tap here to enter text.
Rereferral being submitted to ASN Forum	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	