**DARLINGTON BOROUGH COUNCIL**

**CHILDREN AND ADULTS SERVICES**

**JOB DESCRIPTION**

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| **POST TITLE :** | Inclusion Lead Officer |
| **GRADE :**  **JOB EVALUATION NO.** | Band 11  E3473 |
| **REPORTING RELATIONSHIP** | Head of SEN and Inclusion |
| **JOB PURPOSE :** | To be responsible for and to coordinate the identification, tracking and monitoring of, as well as developing, providing and maintaining effective and efficient protocols and systems for Children Missing Education, Elective Home Education Fair Access referrals, Pupil Placements, Managed Moves and those children in Alternative Provision as defined by the local authority.  To investigate and provide casework support for pupils to the borough which meet Vulnerable Pupil Panel thresholds, including children who are electively home educated, excluded or at risk of exclusion.  To provide initial contact support for all enquiries relating to the panel, signposting, paperwork and key staff and liaising with officers within Education and Inclusion, referrers, parents/carers, Head teachers and school staff on all cases. To undertake casework and present individual cases to the Vulnerable Pupil Panel |
| **POST NO.** | POS006867 |
| **PDR COMPETENCY FRAMEWORK** | Level 2, Core Management Competencies for all Managers |

**MAIN DUTIES/RESPONSIBILITIES**

1. To investigate admission applications that meet Fair Access Protocol thresholds and ensuring that all relevant procedures are carried out and agreed referral deadlines are met.
2. To be the main point of contact and investigation for schools and other agencies when gathering information related to in year admission applications that meet Fair Access thresholds.

1. To work with the Admissions Team and other related local authority services to ensure that up to date information on school vacancies and other educational provision with places available are accurately maintained.
2. To undertake casework and present individual cases to the Vulnerable Pupil Panel.
3. To take responsibility for effective arrangements for partnership and collaborative working between Local Authority services and agencies, ensuring that information regarding pupils identified as vulnerable is shared and appropriate action taken.
4. To oversee the budget management and monitoring processes relating to pupils permanently excluded, pupils considered by the Vulnerable Pupil Panel and pupils place in Alternative Provision.
5. To provide line management and professional supervision to the Education Safeguarding Officer and Teacher-Elective Home Education.
6. To provide termly statistical information to evaluate the effectiveness of the borough’s Vulnerable Pupil Panel and arrangements.
7. To deal effectively and tactfully with parents/carers and professionals working with individual children about a range of issues relating to exclusions, children educated otherwise and those who are out of school, offering advice within statutory guidelines, referring them to other agencies where appropriate; and having particular regard to the confidential and sensitive issues involved.
8. To lead on the Local Authority’s arrangements to promote good school attendance and reduce absence, including persistent absence.
9. To draft policies and procedures in relation to ‘Children Missing Education’, Elective Home Education, Fair Access, Pupil Placement referrals, Managed Moves and Alternative Education which reflect both the national and local picture.
10. To be responsible for providing advice and guidance on the legal framework and the local authority’s processes and protocols relating to Fair Access, in year admissions, Alternative Provision, Attendance and Exclusion and Reintegration and Safeguarding referrals to other members of staff, schools, to parents/carers, and to other directorates and agencies.
11. To attend Permanent Exclusion Governors meetings, representing the Local Authority.
12. To provide advice to schools, officers, parents/carers and other agencies on inclusions and reintegration, protocols, matters of procedure or other issues as appropriate.
13. To support initiatives, e.g. managed moves, to help prevent exclusion working with schools, officers, parents/carers as appropriate.
14. To undertake effective Quality Assurance and Health and Safety Audits for alternative provision settings as necessary.
15. Ensure that the PDR process operates effectively within your team and end of year reviews are completed and submitted to the Council’s timescales.
16. Manage your team in line with all the Council’s policies and procedures and ensure that employees are aware of their obligations under these.
17. Behave according to the Employees’ Code of Conduct and ensure that employees in your team are aware of their obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
18. Ensure that the Council’s Equality agenda is implemented effectively in your team and to carry out your duties as a [manager / supervisor] and employee in line with these.
19. To fulfil your health and safety management role as detailed in both Corporate and Group Health and Safety Policies, organisational statements and procedures to ensure a safe working environment for yourself, members of your team and others who may be affected by your team’s activities.
20. Any other duties of a similar nature related to this post that may be required from time-to-time.
21. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
22. This post is deemed to be a ‘Customer Facing’ role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

***THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS INCLUDING AN ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS MADE***

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**DARLINGTON BOROUGH COUNCIL**

**CHILDREN & ADULTS SERVICES**

**PERSON SPECIFICATION**

**INCLUSION LEAD OFFICER**

**POST NO POS006867**

All appointments are subject to satisfactory references.

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| **Criteria No.** | **Attribute** | **Essential**  **(E)** | **Desirable**  **(D)** |
|  | **Qualifications & Education** |  |  |
| 1 | Appropriate professional qualification and/or relevant degree |  | **D** |
| 2 | IOSH or equivalent qualification, or be willing to obtain this within a reasonable timescale of 6 months | **E** |  |
|  | **Experience & Knowledge** |  |  |
| 3 | Approx. 5 years relevant direct experience of Education or a comparable field of work | **E** |  |
| 4 | Detailed working knowledge of the current legal framework affecting school placements and safeguarding of children | **E** |  |
| 5 | Knowledge and understanding of issues, legislation and requirements relating to Fair Access Protocols | **E** |  |
| 6 | Knowledge and understanding of issues, legislation and requirements to Exclusions and Reintegration | **E** |  |
| 7 | Knowledge and understanding of different agencies and professionals who work with pupils ‘out of school’ | **E** |  |
| 8 | Knowledge and understanding of issues, legislation and requirements relating to Alternative Education Provision | **E** |  |
| 9 | Detailed knowledge and understanding of children’s safeguarding procedures in an education or related setting | **E** |  |
| 10 | Experience of working in a busy environment and of working to exact statutory  deadlines | **E** |  |
| 11 | Experience of working effectively with a wide range of people to ensure cases are settled quickly often coordinating different responses or officer actions | **E** |  |
| 12 | Experience of effective budget management | **E** |  |
| 13 | Experience of effective staff management, including performance development | **E** |  |
|  | **Skills** |  |  |
| 14 | Proven ability to develop, interpret and implement policies and procedures within a legal framework | **E** |  |
| 15 | Ability to think creatively to resolve often complex school placement issues | **E** |  |
| 16 | To manage, control and prioritise work ensuring pre-determined deadlines are met | **E** |  |
| 17 | IT Literate, capable of using MS Word / Excel and office packages | **E** |  |
| 18 | Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports & presentations) | **E** |  |
| 19 | Ability to work closely and collaboratively to support work with challenging scenarios with pupils, parents, carers, schools and other officers/support workers | **E** |  |
| 20 | Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager | **E** |  |
|  | **Special Requirements** |  |  |
| 21 | Able to work outside normal office hours when required | **E** |  |
| 22 | Satisfactory Enhanced DBS Disclosure | **E** |  |
| 23 | The ability to communicate at ease with customers and provide advice in accurate spoken English | **E** |  |
| 24 | Capable of independent travel to carry out the requirements of the post | **E** |  |