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| **Post Title** | Education Officer - Exclusions/CME/EHE | | | | |
| **JE Reference** |  | **Grade** | E+ | **SCP Range** | 26-28 |

**Reporting line:**

Inclusion Lead

Education Officer – Exclusion/CME/EHE

Education Development Advisor Inclusion

# Job Purpose:

To support exclusions, including the processes for referral and monitoring of Children Missing Education (CME) and Electively Home Educated children (EHE) within a multi-agency framework in line with the national and local authority’s Policies.

To support the development and organisation of procedures and processes in relation to exclusions, CME and EHE in accordance with legislation, national guidance and local policy.

**Relationships:**  
**Accountable to:** Education Development Advisor Inclusion  
**Accountable for:** N/A  
**General contacts:** To work closely with F/T Exclusion Officer and Senior Leaders within the authority. Liaise with parents/senior leaders in schools locally, regionally and nationally.

**Key duties and responsibilities:**

1. To support with the local authority’s responsibilities in regards to Exclusions, CME and EHE for the local authority, acting as a point of contact for referrals.
2. To support the development of and implementation of the Policies and relevant Action Plans.
3. To support the establishment, management and review of effective systems and procedures.
4. To work with other services, partner organisations and LAs to support the tracking and monitoring of children.
5. To support the Service with all cases on the databases until re-engagement with education is secured, liaising with the School Admissions team as appropriate.
6. To support the Service to ensure all schools and academies comply with legislation/statutory guidance.
7. To support the Inclusion Officer to monitor details of children notified by schools as ‘at risk of missing out on education’ as defined by Ofsted, to support the Council’s safeguarding obligations in this respect.
8. To support the maintenance, development and update of the Capita ONE database for Exclusions/CME and EHE in order to provide statistical information and reports for the DfE and other services/bodies.
9. To support with the collection, monitoring and reporting on statistical information in relation to Exclusions/CME and EHE, providing intelligence for service development.
10. To be a point of contact for parents, including aggrieved parents, in respect of matters relating to Exclusions and EHE.
11. To support the delivery of training for teachers, governors, support staff and other agencies in relation to legislation, procedure and practice around Exclusions, CME, EHE, the use of School to School and the Lost Pupil Database.

**General/Corporate Responsibilities:**

1. To undertake such duties as may be commensurate with the post
2. To ensure that the Council’s corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures
3. To partake in the Council’s and Directorate’s staff training and development policies as well as the Council’s system of performance appraisal
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council’s Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives
7. To ensure the highest standards of customer care are met at all times
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children and young people and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual’s knowledge and skill in responding to children and young people who may be in need of safeguarding.

**Last Updated:** September 2019 **Author:** Julie McDowell

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| **POST TITLE** | **GRADE** |
| Education Officer - Exclusions/CME/EHE | E+ |
| **NOTE TO APPLICANTS**  Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview. | |

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| **CRITERIA** | **NECESSARY REQUIREMENTS** | | **\* M.O.A.** |
|  | **Essential** | **Desirable** |  |
| **EXPERIENCE** | * Experience of working with disaffected, challenging and vulnerable young people and families in complex circumstances * Background of working in an educational or local authority setting (minimum 3 years) * Experience of multi-agency working |  | A, I |
| **SKILLS AND ABILITIES** | * Highly competent in the use of ICT (databases including CAPITA) * Good negotiation and advocacy skills * Good problem-solving and analytical skills * Good inter-personal skills * Good presentation skills (oral and written) * Ability to plan and prioritise decisively * Good organisational skills |  | A / R |
| **EDUCATION/ QUALIFICATIONS/ KNOWLEDGE** | * Good general education * Qualified to NVQ III or equivalent in a relevant area | * Qualified to HNC/D level or equivalent * Understanding of the national Children Missing Education Agenda/Exclusions legislation and Electively Home Educated. * Understanding of Safeguarding and Child Protection Policies | A, I |
| **OTHER REQUIREMENTS** | * Flexible response to the needs of the service including occasional requests to work beyond normal working hours * Highly motivated, flexible approach to work * Evidence of own personal development * Committed to an ethos of continuous service improvement * Able to establish good professional relationships with colleagues * Ability to work under pressure, demonstrate problem-solving ability and a resilient attitude * Able to work to high standards * Ability to demonstrate empathy and sensitivity | * Evidence of own continuous personal and professional development | A, I, C |
| **COMMITMENT TO EQUAL OPPORTUNITIES** | * Commitment to equal opportunities * Knowledge of equality and diversity in terms of best practice and current legislation | Evidence of having completed training in equality and diversity awareness | A,I |
| **COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE** | * Evidence of providing a customer-focused service and the ability to recognise the needs of diverse service users * Provide evidence of linking day-to-day duties to performance management framework | Evidence of surpassing customer expectations or service targets / goals | A,I |

**METHOD OF ASSESSMENT: (\*M.O.A.)**

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE

R = REFERENCE