

**Job Title:** Education Engagement Officer (Inclusion)

**Directorate & Section/Unit:** Education and Early Years, Inclusion & Education Place Planning

**Reporting to:** Education Engagement Manager

**Responsible for:** N/A

**Salary Grade:** Scale 6

**DMA Management Level:** Frontline

**DMA Span of Control (Direct Reports):** N/A

### **Our People Values:**

Our Vision, Mission, and Values define our reason for being. They are indicators of our direction of travel, to guide services and colleagues. This is particularly important for Worcestershire Children First as our Company represents positive change and new opportunities for colleagues and children, young people and families:

- **Children at our Heart** - We will keep children and young people at the heart of everything we do
- **Value Family Life** - We will support and empower parents to care for their own children well
- **Good Education for All** - We will value education as the best start in life for all children and young people
- **Protection from Harm** - We will act in a professional and timely way to protect children from harm
- **Embrace Diversity** – A progressive culture of championing equality, diversity, and inclusion

The Education Engagement Officer (Inclusion) will play a crucial role within the Education Engagement Team, working to support educational outcomes for our children and young people identified as being at risk of exclusion and supporting the re-integration of excluded pupils. Working closely with Schools, families and partner agencies you will work to identify barriers to learning and support families to overcome these.

The role of Education Engagement Officer (Inclusion) will require the postholder to work collaboratively with external agencies to promote effective practice and show a commitment to Safeguarding and welfare of all children and young people as a priority.

### **Purpose of job:**

- Work alongside Worcestershire Virtual School staff, WCC teams, social care workers, schools/settings and external agencies to improve educational outcomes for children and young people at risk of exclusion and support the successful re-integration of excluded pupils back into school or alternative provision settings.
  - Support WCC's statutory functions relating to exclusions, ensuring processes are followed in line with legislative guidance and frameworks.
  - Contribute to effective policies, systems and protocols to improve access to, and engagement with learning, training and preparation for employment.
  - Improve access to education through engaging and supporting young people and their parents/carers.
  - Work closely with schools, governors, parents and LA colleagues, providing advice on:
    - Preventing exclusions
    - Alternative provision arrangements
    - DfE guidance and processes relating to suspensions and permanent exclusions
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## **Main Activities & Responsibilities:**

- Establish and develop a professional service to support WCF in removing barriers to learning and implement interventions to improve our young peoples' engagement with education, employment or training by raising attendance and preventing exclusion.
- Support schools in cases where suspension is a factor and is contributing towards the risk of permanent exclusion
- Support young people in overcoming barriers to Education, Employment & Training (EET)
- Support Schools in instances of permanent exclusion, working alongside alternative providers and the Education Engagement Manager to ensure appropriate and timely education placement.
- Support WCC to promote engagement with education, to including the access and attendance of all students and assist with the implementation of robust action plans to support engagement in learning.
- Collaborate with partners and stakeholders to identify barriers to engagement with education and agree a SMART plan for addressing these, using targeted strategies within specified timescales.
- Work on broader initiatives which raise the awareness of children/young people and partners and stakeholders on the importance of school engagement inclusion and attendance.
- Provide advice and guidance to schools and settings on all exclusion related matters.
- Facilitate a multi-agency response where necessary to cases identified at risk of exclusion, supporting schools with a graduated response to ensure effective outcomes are achieved.
- Ensure timely review/monitoring arrangements are in place for any young people subject to additional arrangements facilitated by the Local Authority.
- Maintain accurate and clear record keeping on all casefiles, ensuring timely responses to cases needing additional oversight.
- In collaboration with other WCC teams investigate the whereabouts of CME (including UASC) and work with schools/settings and social care to ensure an appropriate education placement is secured.
- Offer support, guidance and advice and so improve the outcomes for our students and their families within the education context.
- To undertake direct work with individual students and parents/carers to find practical solutions following exclusion including contributing to the provision of parenting information and advice to parents of children and young people and active signposting to sources of support.
- To provide support to families in accessing external support and work with them to improve attendance, wellbeing and academic achievement.
- Promote positive attitudes towards education and ensure that parent/carers are fully aware of their statutory responsibilities.
- To represent WCC, when requested, at any multi-agency family meetings concerning individual families which are being supported, including submitting written reports.
- Manage and prioritise your own workload in line with service requirements.
- The ability to travel throughout the county, including areas where there is limited public transport and be able to reach, including but not limited to, families, young people, internal and external clients and within a timely manner.

## **Generic Accountabilities:**

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
  - To undertake other such duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job
  - To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy
  - The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy
  - Working with some vulnerable children, young people and adults can, at times, be emotionally challenging for which appropriate support will be provided through management supervision. The post holder must be able to deal with such mental demands.
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- This post is exempt from the Rehabilitation of Offenders Act and / previously met the definition of Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006) and is therefore subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) (as defined by the Police Act).
- This post meets Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) and is subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) and the relevant children and/ adults barred list(s) checks.
- The Code of Practice on the English Language Requirement for Public Sector Workers (the fluency duty) applies to this post. Therefore, an ability to fulfil all spoken aspects of the role with confidence through the medium of English is essential for the post.

## **Contacts:**

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Heads of Service, Senior Managers, Management Teams, Managers & Staff across all directorates, Project Staff, Governors, Head Teachers, Teachers, Support and other school-based staff.

External: District & County Councils, Government Agencies & Departments, NHS, Clinical Commissioning Groups, Healthcare Professionals, Police, Fire, Probation Service, Educational Settings, Suppliers, Contractors, Service providers, Statutory and Voluntary Organisations, service users, clients, customers, parents & pupils, members of the public, volunteers.

## **Additional Information:**

- Worcestershire County Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Equality Act.

Author: Sarah Wilkins

Date: 30<sup>th</sup> May 2023

Date of grading confirmation:

# PERSON SPECIFICATION

**Job Title:** Education Engagement Worker (Inclusion)

**Directorate & Section/Unit:** Education and Early Years, Inclusion & Education Place Planning

**Salary Grade:** Scale 6

## EXPERIENCE

It is **essential** that the post holder has:

- Significant experience of working effectively with disengaged and vulnerable children/young people.
- Significant experience of collating and analysing data from which to plan subsequent actions.
- A proven track record of interpersonal impact with others, including significant experience of successfully building internal and external relationships, to impact educational and skill outcomes.
- Significant experience of working with families, schools/settings and other agencies to improve outcomes for children and young people.
- Significant experience of using IT and data systems to record casework and monitor pupil outcomes at school/setting/LA level.

It is **desirable** that the post holder has:

- Significant experience of working effectively with children/young people with a social worker, CLA and PLAC.

## KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

- Specialist knowledge of the factors that can impact on attendance and engagement for vulnerable learners
- Specialist knowledge of education pathways
- Specialist knowledge and understanding of child protection and safeguarding requirements.
- Specialist knowledge of effective strategies in addressing attendance and engagement issues.
- Detailed knowledge of the legal framework relating to school attendance, school exclusions and Children Missing Education.
- The resilience and empathy to work in a system that can be emotionally charged and where difficult decisions need to be made and communicated.
- Excellent planning and organisation skills and an ability to prioritise workload demands accordingly and adapt to meet changing demands
- The ability to build effective relationships and work collaboratively with colleagues, schools, partner agencies
- Data analysis skills, and the ability to use data to inform provision planning.
- Ability to demonstrate a range of strategies to motivate and enthuse disaffected learners.
- Ability to build positive working relationships with children, young people and adults.
- Commitment to getting the best outcomes for pupils and promoting the ethos and values of the WCF.
- Commitment to maintaining confidentiality at all times.

It is **desirable** that the post holder has:

- Detailed knowledge of the tools and techniques of working within high challenge areas for vulnerable children; for example, hard to place admissions, learners at risk of exclusion, who are missing education, or where there are significant safeguarding concerns.

## QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

- Evidence of continuous professional development in a discipline or area relevant to the role.
  - A level 5 qualification or equivalent compensatory experience.
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It is **desirable** that the post holder has:

- A Level 1 qualification in Essential Digital Skills or evidence of excellent IT skills in Microsoft Office

**ADDITIONAL INFORMATION:**

It is **essential** that the post holder has:

- The ability to travel throughout the County, and beyond on occasion.

Author: Sarah Wilkins

Date: 30<sup>th</sup> May 2023