

**PERSON SPECIFICATION**

**Job Title:** Education Engagement Officer (CME/Attendance)

**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 within a school attendance/CME/pastoral education role
* 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:

* Experience of using school attendance data systems
* Experience of working within attendance legal frameworks for example under S444 1, using fixed penalty notices, parenting orders/contracts, or school attendance orders.

**KNOWLEDGE, SKILLS AND ABILITIES:**

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

* Specialist knowledge of the factors that can impact upon CME, attendance and engagement for vulnerable learners
* Detailed knowledge of Statutory guidance and DfE initiatives to support CME and school attendance
* 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 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 WCC
* 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.

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: Michelle Fowler Date: 4th July 2023

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**JOB DESCRIPTION**

**Job Title:** Education Engagement Officer (CME/Attendance)

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

**Reporting to:** Education Engagement Manager(CME/Attendance)

**Responsible for:** N/A

**Salary Grade:** Scale 6

**DMA Management Level:** Frontline

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

**Purpose of Job:**

* Work collaboratively with schools/settings, admissions, health, social care, WCC partners and external agencies, alongside CYP and their parents/carers, to ensure the successful integration of CME into education.
* Support delivery of the LAs statutory duties to ensure CME are robustly identified and supported in line with legislative guidance, ensuring each child’s right to education is upheld.
* Contribute to effective policies, systems and protocols to improve access to and engagement with learning, training and preparation for employment.
* Identify and remove any barriers to ensure improved access to education through engaging and supporting young people and their parents/carers.
* Work closely with schools, settings, governors, parent/carers, LA and external colleagues by providing training, support, advice, guidance and challenge to:
	+ - Support the LAs statutory duties in addressing irregular attendance
		- Support in the identification and direction of required actions to best support PA and SA pupils
		- Ensure robust safeguarding measures remain paramount and educational neglect is challenged

**Main Activities & Responsibilities:**

* Establish and develop a professional service to support WCC removing barriers to learning by implementing interventions to improve young peoples’ access to and engagement with education.
* Support young people in overcoming barriers to accessing and attending Education.
* Support Schools to identify, develop and share good CME and attendance practice and procedures.
* Support WCC with strategies to promote educational engagement and assistance with the implementation, promotion and further sharing of such good practice strategies.
* 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 CME and attendance related matters.
* In collaboration with other WCC teams investigate the whereabouts of CME and work with schools/settings and relevant agencies to ensure an appropriate education placement is secured.
* Offer support, guidance and advice in order to improve the outcomes for students and their families within the education context.
* 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, as requested, at any multi-agency family meetings concerning individual families which are being supported, including submitting written reports.
* Keep clear, concise and contemporaneous records of all consultations in order to write any other reports (e.g., action plans, section 9 witness statements and reports) as required by WCC.
* 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:**

1. 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
2. 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
3. To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate’s Health and Safety Policy
4. 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
5. 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.
6. 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).
7. 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.
8. 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, Legal Services, Magistrates, Crown and Family courts, 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: Michelle Fowler Date: 4th July 2023

 Date of grading confirmation: July 23