



Department: Children's Services

Division/Section:

Job Title: (GRT Liaison) Children Missing Education Officer

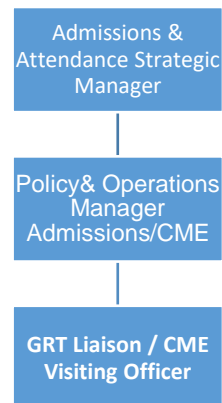
Post No: B2316

Grade: 9

Reports to: *Policy and Operations Manager*
School Admissions/Children Missing Education (CME)

**Organisation
Chart:**

Show immediate
manager and any
jobs reporting to
this post,
including grades.



**CRB Check
applicable?**

Standard ☐ **Enhanced** ☒ **None** ☐

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes ☐ **No** ☒

**Line Management
responsibility for:**

No. of direct reports: Nil

No. of indirect reports: Nil

N/A

Size of budget:

Job Purpose:

1. To contribute to the improved attendance of children from the GRT community at schools in Peterborough.
2. Whenever possible, to ascertain the whereabouts of and educational provision (if any) for children who are listed by the local authority as being "Children Missing from Education".
3. Carry out home visits, where appropriate, in order to ascertain the authenticity of families and the family unit.
4. Maintain regular contact with schools in connection in individual cases of non-attendance.
5. Share information with attendance officers about the rate of attendance at schools of known GRT children.
6. Maintain regular contact with schools as appropriate and follow up individual cases of non-attendance by phone, letter or home visit as appropriate.

Main Duties and Responsibilities:

1. Whenever possible, accessing a variety of data bases, conducting home visits, etc; ascertain the whereabouts of and educational provision (if any) for children who are listed by the local authority as being "Children Missing from Education".
2. Liaise with other professionals within Children's Services and partners to ascertain the whereabouts of any children or young people who are listed by the Local Authority as being "Missing from Education" and research the authenticity of information given to schools by families carrying out home visits where appropriate.
3. To contribute to the improved attendance of children from the GRT community at schools in Peterborough.
4. Liaise with families, children and young people in their own homes, from the GRT community to ensure that they have the knowledge and understanding of the learning opportunities available in the city, to assess and identify educational needs and support for presenting needs.
5. To provide advocacy and mediation in liaising with schools, families and partners as appropriate to build positive working relationships.
6. Ensure systematic background checks are undertaken prior to planning a home visit, to take positive steps to reduce risk and highlight potential dangers. If in any doubt undertake visits/accompany partners as appropriate.
7. Whilst lone visiting, recognise potential dangers and take positive steps to reduce risk, for yourself, for partners and service users.
8. Ability to make immediate decisions to problem solve and to seek appropriate advice whilst lone working and analyse and investigate complex situations presented on an add-hoc during home visits.
9. Liaise with the Early Support Team, undertake appropriate assessments and complete referrals, taking responsibility for being the Lead Professional as appropriate.
10. Be responsible for raising safeguarding concerns promptly and appropriately and make relevant referrals to Social Care and partners.
11. Implement and undertake completion of early help referrals and act as lead professional as appropriate or as requested and provide follow-up support to partners as appropriate.
12. Act as an advocate between agencies to support families and young people and provide intensive support to communities who refuse to work with internal and external agencies maintaining a vital link to partners.
13. Work with schools and other agencies on strategies to improve attendance by encouraging disaffected pupils to attend school and promoting the importance of regular attendance.
14. Manage a caseload of vulnerable young people, maintaining comprehensive case records, ensuring caseload is regularly reviewed and discussed at supervision.

15. Identify and actively seek support to manage the emotional demands of the post through regular supervision.
16. Ability to organise and prioritise own caseload.
17. Identify and support young people at risk of becoming NEET and liaise with partners as appropriate, encouraging effective relationships with post 16 learning providers including FE colleges and training providers.
18. Maintain daily verbal and email updates with Officers and schools to report on outcomes and complete and store comprehensive casefile diary records using Attendance Service data systems.
19. Maintain up to date knowledge of all the legal aspects of school attendance and strategies to improve attendance, through relevant training and other professional development activities as appropriate.
20. Assist with the negotiation, implementation and review of service arrangements to purchased services from Academies and devise training materials/training sessions for partners and schools/academies.
21. To attend local, regional and national events and represent the Directorate externally on partnership groups and provide feedback to the Team, colleagues and partners.
22. Provide regular training to partner agencies and school staff as appropriate to role.
23. Develop and maintain networking groups relevant to the GRT Community with neighbouring authorities such as Norfolk and Cambridgeshire to ensure the sharing of good practice.
24. To contribute to the review and implementation of Attendance Service policies and procedures in conjunction with the Head of Service.
25. Contribute to Departmental and Service objectives and targets and assist the Assistant Director as required.
26. Any other reasonable duties as required by the Senior Attendance Officer or Head of School Improvement.

Generic Responsibilities:	To carry out all responsibilities with regard to the Council's Equal Opportunities Policy and Procedures and Customer Care Policy;
	To comply with all Health & Safety at work requirements as laid down by the employer.
Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
Variation Clause:	This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update

them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post-holder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

COMPLETED BY: Kerry Pearson

DATE: May 2015



ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
COMPETENCY	<ul style="list-style-type: none"> Attributes – Customer Focus, Development, Relationships, Personal Effectiveness, Expertise, Communications Skills (if appropriate), Managerial (if appropriate), Health and Safety, Equalities Finance. 	
KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of statutory legislation relating to school attendance and knowledge of the overall strategy of the service. Knowledge of the link between poor attendance and attainment. Knowledge of the process for setting and monitoring attendance targets. 	
SKILLS & ABILITIES	<ul style="list-style-type: none"> Ability to maintain and implement databases Ability to contribute to reports for court, case conferences, other agencies and team meetings. Ability to negotiate and resolve conflict between parents, schools and agencies. 	

	<ul style="list-style-type: none"> • Ability to manage and prioritise a caseload and respond positively to a wide range of priorities and organise work around team/department priorities. • Commitment to the council's equal opportunities policy. • Ability to provide clear professional advice and guidance to schools, parents, headteachers and other professionals on all attendance related issues. • Ability to organise and co-ordinate attendance related projects as required. • Ability to communicate effectively both verbally and in writing with a range of professional colleagues and build positive relationships with schools. • Ability to build constructive and positive relationships with families by listening, supporting and challenging as required. • Ability to prepare accurate reports of home visits. • Ability to work as a team member to ensure overall service objectives are met. • Ability to work with service users on sensitive and confidential issues. • Ability to adapt to progressive changes within the Service and implement new procedures 	
EXPERIENCE	<ul style="list-style-type: none"> • At least 3 years' experience in a closely related field working with children, young people and their parents/carers. • Experience of working in a multi-cultural environment. • Experience and understanding of the value of team working. 	
QUALIFICATIONS	<ul style="list-style-type: none"> • At least GCSE (or equivalent) Grade C in English and mathematics • Relevant qualification at level 4 or above • Evidence of related knowledge, training and professional development. 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Able to work outside normal working hours if necessary. • Current driving licence and daily access to own transport. 	
EQUALITY	<ul style="list-style-type: none"> • Demonstrate understanding of acceptance and commitment to the principles underlying equal opportunities. 	
CUSTOMER CARE	<ul style="list-style-type: none"> • Knowledge and understanding of effective customer care. 	

