

## Job Description

**Department:** Children's Services

**Division/Section:** Admissions & CME

**Job Title:** Children Missing Education (CME) Monitoring Officer

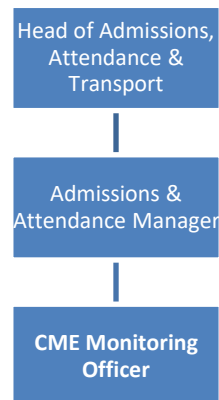
**Post No:** ????

**Grade:** 9

**Reports to:** Admissions & Attendance Manager

**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

**Size of budget:** N/A

**Job Purpose:**

1. 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".
2. Carry out home visits, where appropriate, in order to ascertain the authenticity of families and the family unit.
3. Maintain regular contact with schools in connection with individual cases of non-attendance where a school has reported a child as missing from education.
4. Maintain regular contact with schools as appropriate and follow up individual cases of non-attendance by phone, letter or home visit as appropriate.

5. Provide training to school staff on children missing from education policy and processes.

### **Main duties and responsibilities**

1. Liaise with families, children and young people to ensure that they have the knowledge and understanding of the learning opportunities available in the city in order to improve the attendance and safeguarding of children and young people.
2. Liaise with other professionals within Children's Services, other agencies to ascertain the whereabouts of any children or young people who are listed by the Local Authority as being "Missing from Education".
3. Liaise with schools to ascertain the whereabouts of children and young people and research the authenticity of information given to schools by families.
4. Liaise with schools and other agencies and make contact with families by letter or telephone. Where appropriate, carrying out home visits as a lone worker. Risk assessments should be undertaken and visits carried out with other agencies as appropriate, i.e. children's social care and police.
5. Liaise and feed into the reporting systems of the CME team, the rate of attendance at schools of known CME children, passing on any concerns for further action to be taken if necessary.
6. Liaise with the Early Support Team, supporting families to reintegrate their children into schools.
7. 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.
8. Maintain up to date knowledge of all the legal aspects of school attendance and school admissions and strategies to improve attendance, through relevant training and other professional development activities as appropriate.
9. Develop and deliver regular training to schools on children missing from education, the policy and processes to support schools to refer children into the Local Authority.
10. To work alongside the Admissions team in the duties of Children Missing from Education by maintaining an up to date knowledge of the number and identities of children recorded as being "Children Missing from Education.
11. To be the advocate for CME children who are involved with CSE criminal exploitation and any gang related issues to report to the necessary teams and provide support to resolve.
12. To work with parents to support their children to access learning and to support schools and other agencies with vulnerable children and children missing in education offering advice, guidance and interventions.
13. To prepare and collate often complex and confidential documents, including referrals for Fair Access, child protection referrals and court witness reports.
14. To work alongside the Admissions team in the duties of Children Missing from Education by carrying out occasional home visits. This will be undertaken in the most appropriate way possible, by telephone, email or home visit if necessary, ascertain the whereabouts of such children and advise their parents/carers of their responsibilities regarding education for

their children

15. Any other reasonable duties as required by the Admissions & Attendance Manager or Head of Admissions, Attendance & Transport.

**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 postholder.

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.

**DATE:**  
**July 2024**

**COMPLETED BY: Libby Walker,**  
**Head of Admissions, Attendance & Transport**

## Person Specification

**JOB TITLE:** Children Missing Education (CME) Monitoring Officer      **POST NO: ??**

**GRADE:** 9      **DEPARTMENT:** Children's Services

**HOURS** 37

**DIVISION:** Children & Young People's Services      **DIRECTOR:** John Gregg

**DATE:** July 2024      **COMPLETED BY:** Libby Walker

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>COMPETENCY</b>	<ul style="list-style-type: none"> <li>Attributes – Customer Focus, Development, Relationships, Personal Effectiveness, Communication Skills, Health and Safety, Equalities.</li> </ul>	
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Knowledge of statutory legislation relating to school attendance.</li> <li>Knowledge of the link between poor attendance and attainment.</li> <li>Knowledge of statutory legislation relating to school admissions.</li> <li>Knowledge of benefits and support available to vulnerable families.</li> <li>Knowledge of relevant safeguarding legislation.</li> </ul>	
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>Ability to contribute to reports for case conferences, other agencies and team meetings.</li> <li>Ability to negotiate and resolve conflict between parents, schools and agencies.</li> <li>Ability to manage and prioritise a caseload and respond positively to a wide range of priorities and organise work around team/department priorities.</li> <li>Ability to provide clear professional advice and guidance to schools, parents, headteachers and other professionals on all CME, Admissions and attendance related issues.</li> <li>Ability to communicate effectively both verbally and in writing with a range of professional colleagues and build positive relationships with schools.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to build constructive and positive relationships with families by listening, supporting and challenging as required.</li> <li>• Ability to prepare accurate case notes of home visits.</li> <li>• Ability to work as a team member to ensure overall service objectives are met.</li> <li>• Ability to work with service users on sensitive and confidential issues.</li> <li>• Ability to sign-post families to the correct support to enable children to attend school or provision as necessary.</li> <li>• Ability to work as a lone worker in difficult situations in a family home and signpost holistic support if required.</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• At least 3 years experience in a closely related field working with children, young people and their carers.</li> <li>• Experience of working in a multi-cultural environment.</li> <li>• Experience and understanding of the value of team work.</li> <li>• Experience of managing your own caseload.</li> <li>• Experience of providing supporting families through difficult situations.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of supporting a team to meet statutory deadlines</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• At least GCSE (or equivalent) Grade C in English and mathematics</li> <li>• Evidence of related knowledge, training and professional development.</li> </ul>	
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Able to work outside normal working hours if necessary.</li> <li>• Current driving licence and daily access to own transport.</li> <li>• Ability &amp; confidence to work as a lone worker.</li> </ul>	
<b>EQUALITY</b>	<ul style="list-style-type: none"> <li>• Demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities.</li> </ul>	
<b>CUSTOMER CARE</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of effective customer care.</li> </ul>	