

Job Description

Department: Education

Division/Section: Admissions & Attendance

Job Title: Children Missing in Education (CME) Tracking Officer

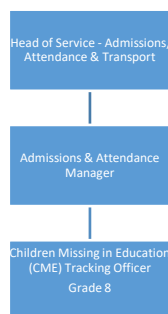
Post No: 10022

Grade: NJC Grade 8

Reports to: Admissions & Attendance Manager

**Organisation
Chart:**

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



**DBS 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: None

No. of indirect reports: Nil

Size of budget:

Job Purpose:

To ensure that Peterborough City Council meets its statutory responsibilities in relation to Children Missing Education (CME) and the tracking of those pupils in accordance with national legislative requirements and local policy. To identify CME and to put in place measures to safeguard these vulnerable children.

Main Duties and Responsibilities:

- 1 To ensure that Peterborough City Council meets its statutory responsibilities in relation to Children Missing Education (CME) and the tracking of those pupils in accordance with national legislative requirements and local policy. To identify CME and to put in place measures to safeguard these vulnerable children.
- 2 To be the named person within the Local Authority to:
 - meet the Department for Education's (DfE) statutory requirement for receiving and dealing with enquiries about CME;

- liaise with and refer to HMRC and other government agencies, (e.g. DWP and Home Office), those children identified as missing from education to support identification of possible fraudulent benefit claims.

- 3 To develop and implement policies, procedures and contribute to strategies to facilitate the tracking of all pupils within the Peterborough Education system, to ensure that pupils out of school are identified and receive education and that the whereabouts of all children and young people are known.
- 4 To establish and develop techniques, using a number of different information systems and databases, to investigate referrals received from schools, government agencies, police and Children's Social Care where it has been identified that a child is missing from education. To analyse the information collected and then determine and implement next steps in each case to establish the whereabouts of these vulnerable children, highlighting any safety concerns, where apparent. This will include working in partnership with and supporting all children services, for example Children's Social Care, and other Local Authorities, by identifying and tracking vulnerable pupils without a school place, or are new to Peterborough, or who have relocated to a new area of the country.
- 5 To establish appropriate systems and monitoring tools to ensure that management information is available to respond to FOI, DfE and Ofsted data requests in a timely manner, as well as for dissemination to members and relevant officers. This includes providing monthly statistics on CME to the Strategic Manager Admissions and Attendance.
- 6 To provide clear advice and guidance to schools to support them, and where appropriate, challenge them to ensure that they are operating in compliance with local procedures for removing pupils from roll. This includes developing and delivering training as required and requested.
- 7 To be a super user for CME functions of the case management systems utilised by PCC to assist with the tracking of children and young people e.g. Capita ONE.
- 8 To work in partnership with the CME Visiting Officer to ensure a cohesive, coherent and consistent approach to CME.
- 9 To attend and contribute to meetings where advice about CME procedures and the legislative requirements and/or individual CME cases is required.
- 10 To support the work of the Peterborough Fair Access Panel in identifying and tracking pupils without a school place.
- 11 Any other duties as required by senior officers.

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 expressed 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 Strategic Manager for the Service reserves the right to make changes to your job description following consultation.

DATE:

July 2024

COMPLETED BY:

Libby Walker, Head of Service –
Admissions, Attendance & Transport

Person Specification

JOB TITLE: Children Missing in Education (CME) Tracking Officer **POST NO: 10022** 10022

GRADE: NJC Grade 8 **DEPARTMENT:** Education

HOURS 37

DIVISION: Admissions and Attendance **DIRECTOR:** John Gregg

DATE: July 2024 **COMPLETED BY:** Libby Walker, Head of Service – Admissions, Attendance & Transport

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
COMPETENCY	<ul style="list-style-type: none"> Attributes – Customer Focus, Development, Relationships, Personal Effectiveness, Expertise, Communications Skills, commitment to Health and Safety, commitment to the Council's equal opportunities policy, Partnership Working. 	
KNOWLEDGE	<ul style="list-style-type: none"> Detailed knowledge of all statutory legislation relating to Children Missing Education (CME), pupil tracking and removing pupils from a school's roll, and knowledge of the overall strategy of the service. Knowledge of Schools Admissions Code Knowledge of the statutory duty to safeguard and promote the welfare of children. 	<ul style="list-style-type: none"> Knowledge of the statutory legislation governing school attendance. Knowledge of the link between poor attendance and attainment. Local area knowledge of Peterborough schools
SKILLS & ABILITIES	<ul style="list-style-type: none"> Ability to adapt to changing team/department priorities. Ability to provide clear professional advice and guidance to schools, Head Teachers and other professionals on CME-related issues. Ability to communicate effectively both verbally and in writing with a range of professional colleagues, including delivering training for schools. Ability to work as a team member to ensure overall service objectives are met. Tact, diplomacy and understanding of the need for discretion and for maintaining confidentiality. 	

	<ul style="list-style-type: none"> • Ability to establish and maintain credibility with schools and partner agencies and to form and maintain strong and effective working relationships with them and other colleagues. • A methodical and planned approach to work. The postholder must clearly demonstrate the ability to: <ul style="list-style-type: none"> ○ plan and organise own workload; ○ forward plan; ○ produce work to deadline and to the standard expected • The ability to understand, interpret and precis statutory requirements or policy guidelines to enable these to be easily understood by other colleagues, members and schools. • Good general ICT skills. • The ability to analyse data and produce information management reports for a range of audiences. • Problem-solving. 	
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in a multi-cultural environment. • Experience and understanding of the value of team working. • Experience of using IT systems to produce management information. 	
QUALIFICATIONS	<ul style="list-style-type: none"> • Educated to NVQ 3 and/or GCSE standard with a minimum of Grade C English. • Evidence of related training and professional development. 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Willingness to undertake further work-related training • Able to work outside normal office hours when required 	
EQUALITY	<ul style="list-style-type: none"> • Candidates must be able to demonstrate understanding of, acceptance and commitment to the principle underlying equal opportunities. 	
CUSTOMER CARE	<ul style="list-style-type: none"> • Knowledge and understanding of effective customer care. 	