

## Kent County Council

### Job Description: *Access to Education Officer (SAO)*

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<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>Fair Access</b>
<b>Grade:</b>	<b>KR7</b>
<b>Responsible to:</b>	<b>CME Coordinator</b>

### **Purpose of the Job**

Reporting to the CME Coordinator, the post holder will support the work of the Access to Education Teams to ensure that all children in Kent are in receipt of a suitable education. As the dedicated Officer in the school attendance order preparation process, you will ensure that the day to day processes relating to the Local Authority's statutory duty to ensure that every young person is in receipt of a suitable education is carried out in an effective and timely manner.

Liaising with the Children Missing Education, Elective Home Education, Senior Access to Education Officers and the Attendance Enforcement teams to ensure all processes have been followed correctly prior to the request for a SAO and to identify a suitable education provision in line with Kent Protocol and procedure. The post holder will have an attention to detail with strong verbal and written communication skills with a capacity to advise internal and external stakeholders on the SAO process. The post holder will monitor the outcome of the SAO process and to subsequently oversee parenting orders

The post-holder will work closely with the EHE/CME Co-Ordinators in order to produce monthly data relating to the directorate's scorecard. producing data for the department's scorecard.

### **Main duties and responsibilities:**

- Act as the lead officer for the Fair Access department in relation to the delivery of the School Attendance Order process within the In Year Fair Access workstream.
- Work with schools and Senior Access to Education Officers, In Year Fair Access and SEND colleagues to identify a suitable provision to be named in a school attendance order.
- Liaise with the attendance and enforcement teams to identify cases where a School Attendance Order should be initiated. Monitor and assess the progression of the School Attendance Order process for each pupil. Identify and implement alternative resolution strategies where appropriate.
- Update, modify and retrieve data, preparing standard and non-standard reports, cross checking data held on different systems to ensure accuracy and developing new systems to meet information needs in order to provide accurate and reliable information, on which management decisions can be made.
- To act as Responsible Officer in cases where families are served a Parenting Order. Oversee its implementation by appointed officers in the locality of the identified school/provision and home address of the CYP where they will clearly outline to the family the reasons for the Parenting Order, the process of the Order and the possible implications of non-compliance with the Order.
- Oversee the engagement between school and CYP through appointed officer feedback and refer cases back to attendance and enforcement team as and when conditions of the order are not met. Ensure sufficient casework is available to allow colleagues to successfully challenge non-compliant parents/guardians.

- Champion the needs of Kent's children and young people and ensure they are placed at the centre of work related decisions and processes.
- Deputise for the CME Coordinator, attend meetings with other colleagues within the Directorate and carry out other duties as required.
- Any other duties as required that are in line with the post.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: *Access to Education Officer (SAO)*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Educated to GCSE/Diploma level 3 or can demonstrate equivalent depth of knowledge and experience.</li><li>• GCSE or equivalent IT qualification or can demonstrate equivalent level of skill.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience of collaborative working.</li><li>• Experience of recording data and using data bases.</li><li>• Experience of report writing and maintaining a file log.</li><li>• Experience of making decisions based on effective interpretation of information.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Excellent interpersonal and communication skills</li><li>• Excellent IT and report writing skills</li><li>• Ability to analyse data to inform best practice and service delivery</li><li>• Be able to manage ones own time and work load effectively, work calmly under pressure, with the ability to adapt quickly and effectively to change and deal with difficult/sensitive situations</li><li>• Ability to work either alone or as part of a team</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge and understanding of relevant government legislation related to children missing education and school attendance orders</li><li>• Knowledge and understanding of safeguarding procedures</li><li>• Knowledge of relevant codes of practice, (CME, SEN and SAC) and local policies</li><li>• Knowledge of resources available to the role</li></ul>

<b>BEHAVIOURS AND KENT VALUES</b>	<b>Kent Values:</b> <ul style="list-style-type: none"><li>• We are brave. We do the right thing, we accept and offer challenge.</li><li>• We are curious to innovate and improve.</li><li>• We are compassionate, understanding and respectful to all.</li><li>• We are strong together by sharing knowledge.</li><li>• We are all responsible for the difference we make.</li></ul>
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