

Kent County Council

Job Description: *Health Needs Co-ordinator*

Directorate	Children, Young People and Education
Unit/Section	Kent PRU and Attendance Service (KPAS)
Grade	KSG
Responsible to	KPAS Area Manager West Kent

Purpose of the Job:

To act as the responsible officer in the council, ensuring the local authority discharges its statutory duties in accordance with Section 19 of the Education Act 1996 for arranging education for children who cannot attend school because of health/medical needs.

Main duties and responsibilities:

1. Regularly monitor and triage statutory sickness returns from schools notifying the local authority of pupils likely to be absent from school for at least 15 school days in a school year, or who have been absent consecutively or cumulatively for 15 schools days due to medical/health needs.
2. Undertake regular data analysis of pupils attending part time to identify context, challenges and trends in order to develop action plans. Support Seniors Leaders to be accountable for the quality and amount of provision for children and young people of compulsory school age who do not access education in the usual way.
3. Represent the local authority at meetings with schools, parents and other multi-agency partners for cases of pupils with severe absence or in other complex/urgent circumstances to provide high quality, expert and impartial advice particularly where KCC's statutory Section 19 duty may apply. This includes use of part time timetables, alternative provision and reintegration back in to full time education as promptly as possible.
4. Ensure accurate records are maintained for all children under Section 19 in accordance appropriate legislation. Ensure cases are compliant with Section 19 of the Education Act 1996.
5. Collaborate with partner teams, services and other stakeholders supporting children's emotional and physical health to ensure there is strong cohesion between education and health services, with the key aim of removing barriers to accessing school.
6. Develop, improve and review systems and policies within the council in relation to children with health/medical needs to ensure they receive the education they are entitled to in circumstances where Section 19 of the Education Act 1996 applies, and that ultimately the council is compliant with its statutory duties.
7. Raise awareness, deliver training and develop materials for schools, governing bodies and partners internal and external to KCC around the council's duties under Section 19.
8. Respond to any specific queries or complaints from parents and schools in a timely, thorough and professional way, including drafting replies for director level signature. Take forward any recommendations from bodies such as the Local Government Ombudsman to continually improve the council's practice around Section 19 duties.

Footnote: This job description is provided to assist the job holder to know what their 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: *Health Needs Co-ordinator*

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.

	CRITERIA
QUALIFICATIONS	<p>NVQ Level 4 or equivalent and/or relevant experience.</p> <p>A full UK driving licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.</p>
EXPERIENCE	<p>Experience working in the education sector with a particular focus on the educational, emotional and physical development of children and young people.</p> <p>Skilful in rapidly establishing and maintaining professional and productive relationships with schools and other stakeholders.</p> <p>Previous or current experience working within a multi-disciplinary context.</p> <p>Experience of managing conflicting tasks and priorities.</p>
SKILLS AND ABILITIES	<p>Excellent interpersonal and negotiation skills, including the ability to understand complex information and make robust decisions and recommendations where opinions may differ.</p> <p>Able to provide professional support and advice to schools and families on improving the attendance of children and young people with medical/health needs.</p> <p>Willingness and confidence to challenge inclusive practice to bring about improvements in the quality of education for the most vulnerable children experiencing health/medical needs.</p> <p>Effective in communicating with schools, parents and multi-agency practitioners in both written and oral formats.</p> <p>Ability to maintain, collate and report statistical information with the capacity to analyse data from various sources and use it to make informed decisions.</p> <p>Competency with information technology and software.</p>

	<p>Flexibility around working hours where required to meet business needs including willingness to travel across a wide geographical area when required</p> <p>Evidence of being able to work successfully under pressure and on own initiative with good time and resource management skills.</p>
KNOWLEDGE	<p>Strong understanding of the educational landscape as well as national and local trends relating to health/medical needs, especially since the Covid-19 pandemic.</p> <p>Robust understanding of child protection and safeguarding duties as well as data protection regulations (GDPR).</p> <p>Knowledge of the importance of early intervention and support.</p> <p>Strong understanding of legislation and guidance relating to SEND, school attendance and exclusions within Kent.</p> <p>Knowledge of the way in which schools operate including policies and procedures in relation to SEND, attendance and exclusions.</p> <p>Evidence of continued professional development in order to quickly acquire multiple skills related to functions of KPAS.</p>
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>

