

Kent County Council
Job Description: *Senior Courts Officer*

Directorate	Children, Young People and Education
Unit/Section	Kent PRU & Attendance Service – Courts Team
Grade	KSG
Responsible to	KPAS Courts Team Manager

Purpose of the Job:

To be a senior member of the KPAS Courts Team, providing advice to attendance and inclusion practitioners on applying for, preparing for and processing Education Supervision Orders, School Attendance Orders, prosecutions and penalty notices in relation to pupils' absence and exclusion from school as well as representation to the courts for legal proceeding

Main duties and responsibilities:

- To provide effective and efficient advice on legislation and regulations on children's school attendance and exclusion.
- To conduct the preparation and presentation of proceedings in relevant Courts, including magistrates' court (school non-attendance) and family proceeding courts (Education Supervision Order), aimed at discharging the Council's duties in relation principally to education matters, including liaising with Legal Services.
- To prepare and present training on enforcement action for poor school attendance to service colleagues, partner agencies and schools.
- To undertake legal case administration and proceedings, and to seek Legal Service's advice, where necessary.
- To maintain an up to date and comprehensive knowledge of developments in the law and court procedures/practice relating to the duties of the Post, to enable appropriate advice to be given.
- To prepare, and issue penalty notices in relation to non-attendance and exclusion.
- To deal with enquires from the general public regarding enforcement action.
- To proactively advise and alert the Authority prior to any legal case on potential risk to KCC reputation and likely failure in public interest test.
- To investigate and take legal action in conjunction with a child employment officer when an alleged breach of child employment legislation occur.

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: *Senior Courts Officer*

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	<ul style="list-style-type: none"> NVQ 4 within education, legal or social care field or equivalent experience of working within a statutory framework
EXPERIENCE	<ul style="list-style-type: none"> Experience of preparing and executing legal documents and its presentation in court Experience of preparing, issuing and following up of a penalty notices Operational experience working directly with families, schools and other agencies e.g. police, social services, health.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to interpret specific legislation related to attendance, exclusion and child employment Ability to work on own initiative and organise workload to achieve deadlines Ability to present information and a concept effectively and appropriately to parents, schools and courts both in written and oral formats. Competence in use of ICT, including Microsoft Office applications. Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day.
KNOWLEDGE	<ul style="list-style-type: none"> Good understanding of education legislation related to attendance, exclusion, child employment and entertainment. Knowledge of PACE Knowledge of court process Understanding of child protection and safeguarding requirements
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>
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