

Kent County Council

Job Description: *Inclusion and Attendance Adviser*

Directorate	Children, Young People & Education
Unit/Section	Inclusion and Attendance Service, Integrated Children's Services
Grade	KR9 – Term Time Only
Responsible to	Education Inclusion Manager (West Kent)

Job Purpose

To establish and maintain good relationships with schools in advising, supporting and challenging them with strategies to promote inclusion and attendance. To effectively monitor procedures and provide solutions in various forums and panels in order that children who are absent or have been excluded from school can access or reintegrate to appropriate education.

Accountabilities

1. Provide high quality advice to school leaders, governors, parents, colleagues and external partners on improving attendance and preventing exclusion of children and young people in schools and pupil referral units (PRUs) in accordance with statutory guidance.
2. Represent the Local Authority as an expert in inclusion and attendance at relevant meetings in schools including Fair Access Panels, Pupil Discipline Committees, Alternative Curriculum Forms, PRU Forums, Local Inclusion Forum Team meetings and Independent Review Panels.
3. Be effective in developing productive working relationships with schools and PRUs as well as professionals within multi-agency services, demonstrating the ability to challenge practice whilst maintaining effective working relationships.
4. Provide specialist inclusion and exclusion advice, training and intervention to schools and colleagues within the Integrated Children's Services (ICS) and external partners, including Police and Health.
5. Develop and promote inclusion strategies and provide solutions to some of our most complex attendance and exclusion cases. Work within statutory guidelines to support some of our most vulnerable young people, including those who have been permanently excluded from school. Identify those schools that may need a higher level of support around complex needs and behaviour issues to promote whole school inclusive practice.
6. Develop and annually update a list of priority schools for inclusion and attendance intervention and provide the schools, ICS and colleagues with advice and guidance relating to legislation. Help develop whole school attendance and behaviour policies and monitor the use of reduced time tables. Use national and district data to inform district targets of support and highlight and address local needs at relevant forums.
7. In accordance with statutory processes and DfE guidance, track and monitor children who have been excluded and ensure that they are re-integrated into mainstream schools or are provided with appropriate education.

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: *Inclusion and Attendance Adviser*

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 Level 4 or equivalent in an area related to education or relevant experience may be considered• In exceptional circumstances a relevant qualification and experience of working with employers, children and young people may be considered
EXPERIENCE	<ul style="list-style-type: none">• Experience in delivering training and/or presenting information to a range of audiences• Experience of establishing and maintaining good and productive relationships with schools, providing appropriate support and challenge• Experience of working within a multi-disciplinary and inter-agency context
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent interpersonal and negotiation skills• Excellent presentation skills• Ability to understand, interpret and explain legislation and complex procedures• Ability to work with children and families directly to improve attendance and to avoid exclusion• Ability to provide advice and guidance to schools and families in relation to school attendance or exclusion• Ability to communicate effectively and appropriately with a wide range of audiences, both in written and oral formats• Ability to adjust working hours and arrangements to attend school and governing body's meetings when required• Ability to maintain, collate and report statistical information• Good ICT skills

KNOWLEDGE	<ul style="list-style-type: none"> • Good understanding of the legal framework relating to school attendance and school exclusions • Good knowledge of how schools operate policies and procedures in respect of school attendance and exclusion • Knowledge and understanding of child protection and safeguarding requirements • Evidence of continued professional development in order to quickly acquire multi skills related to the functions of the Inclusion and Attendance Service
BEHAVIOURS AND VALUES	Kent Values: <ul style="list-style-type: none"> • Open • Invite contribution and challenge • Accountable