

## Kent County Council

### Job Description: *Exclusion Intervention Adviser*

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| <b>Directorate:</b>    | <b>Children, Young People and Education</b>   |
| <b>Unit/Section:</b>   | <b>Kent PRU and Attendance Service (KPAS)</b> |
| <b>Grade:</b>          | <b>KR9</b>                                    |
| <b>Responsible to:</b> | <b>KPAS Area Manager</b>                      |

#### **Purpose of the Job:**

To establish and maintain good relationship with schools in advising, supporting and challenging schools with strategies to promote attendance, inclusion and avoid exclusion, effectively monitoring procedures and providing solutions in various forums and panels in order that children who are absent or have been excluded from school can access or reintegrated to appropriate education.

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

- Provide high quality advice to schools, governors, parents and support agencies on improving attendance, preventing exclusion and ensuring reintegration.
- Represent the Local Authority as an expert of attendance and inclusion at relevant forums, panels and meetings including School Attendance Panels, Inclusion Forum, IYFA and Governors' Exclusion Committee, PRU Management Committee and Independent Appeal Panels.
- Be responsible for fostering and developing good and productive working relationship with a group of allocated schools, PRUs and other services within the Early Help and Preventative including Education Welfare Officers/Attendance Officers in Early Help Units, while liaising with agencies such as Social Care, Housing, Health and the Police in improving attendance and reducing exclusion.
- Be a designated point of contact to provide specialist attendance and exclusion advice, training and intervention for a group of allocated schools, school liaison officers and relevant local forums, panels and committees, maintaining a productive working relationship with these schools.
- Develop attendance and inclusion strategies and provide solutions to some most difficult attendance and exclusion cases, including permanent exclusion involving pupils who have no prospect for an immediate alternative mainstream placement, identifying the target schools that need higher level of support in developing whole school attendance policies, re-integration policies, monitoring and evaluation practice.
- Develop and annually update a list of priority schools for attendance and exclusion intervention and provide the schools and Early Help colleagues with advice and guidance on effective strategies; providing professional support to School Liaison Officer in the matters related to exclusion.

- Facilitate or carry out group and project work in schools around attendance and exclusion to achieve reduction in pupil absence and exclusion.
- In liaison with other colleagues and agencies 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 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.

Kent County Council  
 Person Specification: *Exclusion Intervention Adviser*

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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>• NVQ Level 4 or A level or equivalent or a relevant qualification and experience of working with employers, children and young people</li> <li>• 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</li> </ul>   |
| <b>EXPERIENCE</b>           | <ul style="list-style-type: none"> <li>• Experience in delivering training and/or presenting information to a range of audiences</li> <li>• Experience of providing advice and guidance to schools and families in relation to school attendance or exclusion</li> </ul>  |
| <b>SKILLS AND ABILITIES</b> | <ul style="list-style-type: none"> <li>• Excellent interpersonal and negotiation skills</li> <li>• Excellent presentation skills</li> <li>• Ability to understand, interpret and explain legislation and complex procedures</li> <li>• Ability to work with children and families directly to improve attendance and to avoid exclusion</li> <li>• Strong ability to establish and maintain good and productive working relationship with schools in providing support and appropriate challenge</li> <li>• Ability to communicate effectively and appropriately with a wide range of audiences, both in written and oral formats</li> <li>• Ability to adjust working hours and arrangements to attend school and governing body's meetings when required</li> <li>• Ability to maintain, collate and report statistical information</li> <li>• Good ICT skills</li> </ul> |
| <b>KNOWLEDGE</b>            | <ul style="list-style-type: none"> <li>• Good understanding of the legal framework relating to school attendance and school exclusions</li> <li>• Good knowledge of how schools operate</li> <li>• Knowledge and understanding of child protection and safeguarding requirements</li> <li>• Evidence of continued professional development to quickly acquire multi skills related to the functions of PRU, Inclusion and Attendance Service</li> </ul>   |

**KENT VALUES AND CULTURAL ATTRIBUTES**

**Kent Values:**

- 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

Our values enable us to build a culture that is:

**Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile

**Curious** - constantly learning and evolving

**Compassionate and Inclusive** - compassionate, understanding and respectful to all

**Working Together** - building and delivering for the best interests of Kent

**Empowering** - Our people take accountability for their decisions and actions

**Externally Focused** - Residents, families and communities at the heart of decision making