

## Kent County Council

### Job Description: *School Liaison Officer*

<b>Directorate</b>	Children, Young People and Education
<b>Unit/Section</b>	PRU, Inclusion and Attendance Service Adolescent and Open Access Service
<b>Grade</b>	KR7
<b>Responsible to</b>	Education Inclusion Manager

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

To improve school attendance and reduce exclusion from school for children in Kent, particularly those from Gypsy Roma Traveller (GRT), minority ethnic (ME) and bilingual backgrounds. To be a link between other teams within Integrated Children's Services and schools, advising and supporting schools and practitioners to provide solutions for cases that require more specialist intervention.

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

1. Provide professional consultation to schools and Integrated Children's Service practitioners on improving attendance and reducing exclusion. Offer advice and support to help resolve difficult cases.
2. Work in partnership with schools, practitioners and families to help them develop sustainable and positive relationships that will support children to attend school.
3. Represent the Local Authority as an expert on attendance and inclusion at both informal and formal school attendance meetings, School Attendance Panels and multi-agency meetings.
4. Be responsible for developing and maintaining good and productive working relationships with schools, Pupil Referral Units, School Attendance Officers, Early Help Workers and Social Workers. Liaise with external agencies such as Housing, Health and the Police to improve attendance and reduce exclusion.
5. To support newly arrived families to access education for their children/young people. Ensure access to education for children and families who encounter barriers, particularly those from GRT/ME backgrounds. Investigate cases where children are, or are at risk of becoming, Children Missing Education
6. Carry out appropriate investigations for the cases of poor school attendance that require specialist intervention and ensure that all legal interventions comply fully with the relevant legislation. Prepare witness statements for court proceedings and appear as a witness if necessary.
7. Analyse national and local data to identify priority schools for attendance and exclusion intervention and inform the work of other services
8. Facilitate or carry out group and project work in schools around attendance and exclusion too achieve reductions in pupil absence and exclusion.

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: *School Liaison Officer*

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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.

	CRITERIA
<b>QUALIFICATIONS</b>	NVQ Level 4 or equivalent or experience of working with schools, children and young people may be considered.
<b>EXPERIENCE</b>	<p>Experience in providing solutions to the most difficult non-attendance or exclusion cases.</p> <p>Experience of establishing and maintaining good and productive relationship with schools.</p> <p>Previous experience of working within a multi-disciplinary and inter-agency context.</p> <p>Experience of working with children, young people and families in the public, private or voluntary sector.</p>
<b>SKILLS AND ABILITIES</b>	<p>Excellent interpersonal and negotiation skills</p> <p>Ability to work with parents to facilitate their access to and engagement with services to improve attendance and to avoid exclusion.</p> <p>Ability to provide professional support and advice to schools on improving attendance and reducing exclusion.</p> <p>Ability to communicate effectively and appropriately with schools, parents and other practitioners, both in written and oral formats</p> <p>Ability to maintain, collate and report statistical information and record accurate case histories.</p> <p>Good ICT skills</p>
	Ability and willingness to travel across a wide geographical area and to adjust working hours to meet the requirements of this position.

<p><b>KNOWLEDGE</b></p>	<p>Knowledge and understanding of child protection and safeguarding requirements</p> <p>Working knowledge of data protection regulations (GDPR)</p> <p>Good understanding of the legal framework relating to school attendance, exclusion from school and Children Missing Education.</p> <p>Good knowledge of the way in which schools operate policies and procedures in respect of school attendance and exclusion.</p> <p>An understanding of the barriers faced by children in accessing education particularly those faced by ethnic minority groups.</p>
<p><b>BEHAVIOURS AND KENT VALUES</b></p>	<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 • 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> <li>• Compassionate &amp; inclusive</li> <li>• Working together – building and delivering for the best interests of KCC</li> <li>• Externally focused – residents, families, and communities at the heart of decision making</li> <li>• Flexible/agile – willing to take (calculated) risks</li> <li>• Empowering – our people take accountability for their decisions and actions</li> <li>• Curious – constantly learning and evolving</li> </ul>