

## Kent County Council

### Job Description: *Exclusion Intervention Adviser*

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<b>Directorate</b>	Children, Young People & Education
<b>Unit/Section</b>	Kent PRU and Attendance Service (KPAS)
<b>Grade</b>	KSG –Term Time Only
<b>Responsible to</b>	KPAS Area Manager (South Kent)

#### **Job Purpose**

To promote the attendance and inclusion of children who are experiencing absence, suspension or permanent exclusion from school by providing expertise so that procedures are followed in accordance with statutory guidance published by the Department for Education.

#### **Accountabilities**

1. Provide high quality advice and training to schools, governors and external partners on improving attendance and statutory guidance related to exclusion of children and young people in schools.
2. Be effective in developing productive and consistent professional working relationships with staff in schools and pupil referral units (including senior leaders and governing boards) as well as professionals from a range of multi-agency services in matters relating to the attendance and inclusion of pupils.
3. Represent the local authority at governor meetings and independent reviews where required to provide expert, impartial advice on Department for Education guidance to ensure statutory duties for schools and governing boards are followed in cases of individual pupils who have been suspended or permanently excluded.
4. Ensure pupils who have been permanently excluded have suitable interim provision in place in accordance with statutory expectations for local authorities as well as present cases to panels of schools and partner agencies to ensure onward education is secured.
5. Participate in a variety of meetings which discuss individual pupils and more strategic district matters including In Year Fair Access (IYFA) panels, District Contextual Safeguarding Meetings, Attendance Network Meetings and other multi-agency meetings.
6. Facilitate Targeting Support Meetings with schools (including independent special schools) and pupil referral units to identify pupils who are persistently and severely absent, providing advice to staff on individual cases as well as wider school matters.
7. Collaborate with partner teams and services to identify and monitor pupils who are placed on to part time timetables by schools.
8. Deputise for line manager at meetings where required, representing KPAS to the highest standards.
9. Regularly analyse suspension and exclusion data to identify priority schools and cohorts of pupils, as well as focus work based on the KPAS area action plan.

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: *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>QUALIFICATIONS</b>	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.
<b>EXPERIENCE</b>	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 multi- agency context.
<b>SKILLS AND ABILITIES</b>	Excellent interpersonal and negotiation skills.
	Ability to understand, interpret and explain legislation and complex procedures.
	Ability to provide advice and guidance to schools and families in relation to school attendance and 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 board meetings where required.
	Ability to maintain, collate and report statistical information.
	Strong skills with information technology and software.
<b>KNOWLEDGE</b>	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 PRU, Inclusion and Attendance Service.
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>