

Directorate	Children. Young People and Education
Unit/Section	Inclusion and Attendance Service, Integrated Children's Services
Current Grade	KR7
Responsible to	Education Inclusion Manager

Job Purpose

To be a link between Early Help Units and schools in advising and supporting schools and Early Help Unit practitioners in order to provide solutions for the cases that require more Inclusion and Attendance specialist intervention.

Accountabilities

1. Provide professional consultation to schools and Integrated Children's Services practitioners on improving attendance and reducing exclusion, helping to resolve the most complex cases
2. Represent the Local Authority as an inclusion & attendance expert at school attendance meetings and district conversations
3. Be responsible for developing and maintaining good and productive working relationships with a group of allocated schools, PRUs, other partners and Working collaboratively with the Integrated Children's Service and colleagues, both internally and externally, including, Housing, Health and the Police, in improving attendance and reducing exclusion.
4. Carry out appropriate inclusion and attendance investigation work for the cases that may require single agency specialist intervention. Preparing witness statements for court proceedings
5. Be a designated point of contact to provide specialist inclusion and attendance advice, training and intervention for a group of allocated schools, maintaining a productive working relationship with these partners
6. Provide professional consultation to schools and other practitioners in finding solutions to complex inclusion and attendance cases
7. Develop and regularly update a list of priority schools for inclusion and attendance intervention
8. Facilitate or carry out group and project work in schools around inclusion and attendance to achieve reduction in pupil absence and exclusion

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.

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	NVQ Level 4 or equivalent
	In exceptional circumstances a relevant qualification and experience of working with schools, children and young people may be considered
Experience	Experience in providing solutions to the most difficult non-attendance or exclusion cases
	Experience of establishing and maintaining good and productive relationships in providing advice and guidance to schools and practitioners in relation to school attendance or exclusion
Skills and Abilities	Excellent interpersonal and negotiation skills.
	Ability to work with children and families directly to improve attendance and to avoid exclusion
	Ability to establish and maintain good and productive working relationship with schools in providing support and advice
	Ability to communicate effectively and appropriately with schools, parents and other practitioners, both in written and oral formats
	Ability to maintain, collate and report case history and statistical information.
	Good ICT skills
	Ability to adjust working hours and arrangements to attend school and governing body's meetings when required
Knowledge	Knowledge and understanding of child protection and safeguarding requirements
	Good understanding of the legal framework relating to school attendance and school exclusions
	Good knowledge of the way in which schools operate
	Evidence of continued professional development in order to quickly acquire multi skills related to the functions of the Inclusion and Attendance Service
	Knowledge of data protection and confidentiality procedures

The values for Kent County Council are listed below and all staff are expected to be able to demonstrate these in the work that they do, whatever the work and whoever it is done with

Value	Meaning
Open	Acting with integrity, honesty and transparency, willing to learn and treating people fairly and with respect
Invite contribution and challenge	Working collaboratively to find new solutions that put the interests and wellbeing of Kent people first, (or putting the citizen in control)
Accountable	Taking personal and professional responsibility for our actions, performance and the Council's money