

Kent County Council

Job Description: *School Liaison Officer (Inclusion and Attendance)*

Directorate: Children, Young People and Education
Unit/Section: Inclusion and Attendance Service, Integrated Children's Services
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.

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Person Specification: *School Liaison Officer (Inclusion and Attendance)*

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 exceptional circumstances a relevant qualification and experience of working with schools, children and young people may be considered
EXPERIENCE	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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

**BEHAVIOURS
AND KENT
VALUES**

Kent Values:

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