

Kent County Council

Job Description: Education Engagement Officer

Directorate:	Children, Young People and Education
Unit/Section:	Integrated Children's Services - Inclusion and Attendance Service
Grade:	KR 7
Responsible to:	Education Inclusion Manager

Purpose of the Job:

To enhance provision by supporting the education engagement through targeted intervention and outreach work for children and young people particularly those from Gypsy Roma Traveller (GRT), minority ethnic (ME) and bilingual backgrounds.

Accountabilities:

- To support newly arrived families to access education for their children/ young people and support mainstream staff to maintain effective home-school links
- 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
- Work in partnership with schools and families to help them develop sustainable and positive relationships that will support GRT/ME children to attend school.
- To contribute to achieving the objectives of the Inclusion and Attendance Service in improving attendance and reducing exclusion
- Provide advice to schools, Integrated Children's Services practitioners and other agencies where children and young people are at risk of not sustaining access to education.
- Contribute to the effective implementation of the local authority's statutory duties with regards to regular school attendance 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: Education Engagement Officer

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be short listed.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • NVQ L4 or equivalent
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with children, young people and families in the public, private or voluntary sector. • Experience of working within a multidisciplinary and interagency context. • Experience of working with vulnerable minority ethnic and GRT children, young people and their families is preferable.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability and willingness to travel across a wide geographical area and adjust working hours to meet the requirements of the position. • Ability to work with children and families directly to improve engagement with education, improve school attendance and to avoid exclusion. • Ability to strengthen home-school-community links. • Ability to communicate effectively and appropriately with schools, parents and other practitioners, both in written and oral formats. • Good ICT Skills (including Microsoft Outlook, Word Excel etc) • Ability to handle confidential information. • Organisational abilities and accurate record keeping skills. • Ability to work both independently and as part of a team. • Self-motivation and initiative. • Ability to work under pressure. • Confidence in dealing with challenging situations. • Confident and collaborative communication style.
KNOWLEDGE	<ul style="list-style-type: none"> • Good understanding of the legal framework relating to school attendance, school exclusions and Children Missing Education. • Understanding of the barriers faced by ethnic minority groups in accessing education. • Understanding of strategies to increase participation and address underachievement of minority ethnic groups • Knowledge of the history and culture of GRT/ME communities and the implications of this for accessing and

	<p>engaging with education</p> <ul style="list-style-type: none"> • Knowledge and understanding of child protection and safeguarding requirements • Evidence of continued professional development in order to quickly acquire skills related to the functions of the Inclusion and Attendance Service.
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none"> • 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