

## Education Inclusion Officer - Grade 10

### **Our Vision**

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

### **Our Outcomes**

Everyone in Staffordshire will:

- Have access to more good jobs and share the benefit of economic growth
- Be healthier and more independent for longer
- Feel safer, happier and more supported in their community

### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

### **About the Service**

Our aim is to create an environment where families are supported to stay together safely and live well in their communities by building on their strengths.

This is the right thing to do. Families tell us they do not want to be in services and evidence says that lives are better when needs can be met early within the family or community.

Working in this way is also more sustainable. We can support more families to live better lives if we focus on addressing needs as early as we can.

### **About Inclusion**

In Staffordshire we want our children to have the best opportunities to be successful in education, through being supported by people who have high aspirations for them at all stages of their education.

We want our young people to have a good education experience, in great settings where they understand the impact and potential barriers to attending and achieving in education due to the life experiences that our children may have had. As a team we work closely with our partners to ensure that they understand and support us in our role to address the barriers to education and promote a positive culture towards inclusion and attainment.

The services are guided by statutory and non-statutory guidance to promote the inclusion and progress of our children.

## **Reporting Relationships**

**Responsible to:** Deputy District Lead and Head of attendance and inclusion

### **Key Accountabilities:**

1. To work with district-based colleagues, local schools, in establishing appropriate systems of data collection and on-going monitoring of information relating to fixed-term and permanent exclusions. Present this data to key stakeholders enabling the identification of gaps, need and support at a local and county level.
2. To provide specialist legislative information and guidance to head teachers, governors, parents, LA colleagues, and appropriate staff from other agencies, to support the Local Authority to deliver its' statutory functions regarding Exclusions and Special Educational Needs Code of Practice. Provide challenge to school leaders in respect of any unlawful or poor practice e.g., Parent Partnership, Social Care and Health etc. about the county's procedures on fixed term and permanent exclusion, (within DfE guidance) and criminal law.
3. To signpost schools and parents to relevant support services as per Staffordshire's Local Offer and/or resources and where applicable to the SEND Pathway when an Education, Health and Care Assessment is appropriate. Advise on policy and practice in relation to Children's Act, SEND code of practice (CoP), Equality Act and any other relevant local and national policy
4. To work with service leads in the Alternative Provision Panel to agree provision for child and young people including those with SEND, offering challenge alongside specialist information advice and guidance.

5. Take responsibility for the application to, and moderation of the Dynamic purchasing system to procure alternative education provision for children and young people. Approval of ongoing invoices and monitoring of the effectiveness of the alternative provision.
6. Provision of high-quality information and appropriate advice to the Council and Senior Officers. Interpreting and preparing briefing notes on new, current, or proposed legislation on relevant issues. Responding to requests for information from Members, Officers, other organisations, and the public. Preparing and providing input to Government and other bodies' statistical information requirements.
7. To represent the Local Authority at schools' governors' disciplinary committees and independent review panels, SEND medication meetings and Local Authority SEND tribunals with specific regard to the permanent exclusion process.
8. To represent the Local Authority in the Locality Management Groups (LMG), in respect of the inclusion agenda for both the individual students and strategic commissioning
9. To participate and lead in partnership-based activities as determined by the Head of attendance and inclusion.
10. To be responsible for the development and delivery of effective and good quality interventions and plans both across schools and in partnership with members of the wider Special Educational Needs, Inclusion and Education Teams.
11. Deliver effective service development and improvement to ensure the maintenance of high performing, evidence based and outcome focused service.
12. To represent the Local Authority at LMG meetings and, where appropriate, facilitate the referral of children and young people at risk of exclusion to the Hubs. Work closely with leads and managers of education, health, and social care services to ensure effective delivery in meeting the needs of all children and young people in Staffordshire including those with Special Educational Needs
13. Under the direction of the line managers, work effectively with LA officers to break down barriers and avoid unnecessary time delay or duplication of provision
14. To monitor and record progress towards locally set and agreed targets for vulnerable children and young people at risk of school/social exclusion. To provide local, regional and national statistical data (DCSF requirement) in the areas of:
  - access to alternative education provision

- reintegration into education provision
- attainment/achievement through the DIP structure
- meeting day 6 education provision following a permanent exclusion

16. To develop and maintain a sound working knowledge and relationship with Alternative Provision providers to ensure access to education is appropriate and available for excluded young people.

17. To ensure the LA's responsibility for 6th day education provision in cases of permanent exclusion is carried out effectively through, Pupil referral unit and alternative provision and transport co-ordination and support where appropriate (DfE Improving Behaviour and Attendance guidance)

18. To manage and document a number of excluded children and young people, utilising the Capita One database ensuring data is up to date and accurate at all times

19. To highlight and share good practice in relation to the prevention of fixed term and permanent exclusion.

20. To ensure that all relevant and appropriate professionals comply with local policies and Staffordshire Safeguarding Children Board procedures and promotes and champions these procedures to other providers.

### **Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

### **Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

### **People Management**

Engaging with People Management policies and processes

### **Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

### **Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.











The content of this Job Description and Person Specification will be reviewed on a regular basis.

## Person Specification

A = Assessed at Application


I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<b>Qualifications/Professional membership</b> <ul style="list-style-type: none"> <li>Degree in an appropriate discipline or a professional qualification at an equivalent level (such as social work or teaching) or equivalent experience</li> </ul>	A/I
	<ul style="list-style-type: none"> <li>A relevant educational qualification and/or experience as a caseworker/EWO/other. Within an education/education support setting</li> </ul>	A/I
	<ul style="list-style-type: none"> <li>Current driving licence</li> </ul>	A/I
      	<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>A thorough understanding of the complex factors which may influence behaviour in educational settings and have a sound knowledge of strategies to support early intervention and positive change.</li> <li>Demonstrate an understanding of exclusion procedures, legal framework, Fair access Protocol, DfE Guidance on Exclusion from Schools and Pupil Referral Units.</li> <li>To ensure that all relevant and appropriate professionals comply with local policies and Staffordshire Safeguarding Children Board procedures and promotes and champions these procedures to other providers.</li> <li>Proven ability to work in partnership with families, professionals and schools to bring about positive change</li> <li>Demonstrate an understanding of the importance of confidentiality and effective record keeping.</li> <li>A sound working knowledge of safeguarding children, with an emphasis in education settings.</li> <li>Ability to use own initiative and take responsibility.</li> <li>Flexible approach to working arrangements.</li> <li>Self-motivated, team player</li> </ul>	A A/I A/I A A/I A/I A/I A A A/I
 	<b>Skills</b> <ul style="list-style-type: none"> <li>Ability to use IT programmes such as Word, Outlook, Excel.</li> <li>Have good interpersonal skills and the ability to develop good working relationships with pupils, parents and with colleagues in both schools and the local authority.</li> <li>Ability to lead and/or work collaboratively with a wide range of professionals from both statutory and voluntary agencies</li> <li>Managing an area of work</li> <li>Ability to network with a range of professionals</li> <li>Ability to advise and influence people at a senior level</li> <li>Have effective communication skills in a variety of contexts, i.e. in</li> </ul>	All A/I

	<p>writing, one-to-one, group discussions, formal meetings</p> <ul style="list-style-type: none"> <li>• Creative approach to problem solving, including conflict management and negotiation skills.</li> <li>• Time management skills with proven ability to prioritise work and meet deadlines</li> <li>• Ability to work under pressure</li> <li>• Ability to work on own initiative</li> <li>• Ability to develop effective working relationships</li> <li>• Ability to interpret complex situations and offer a solution focused approach to problem solving</li> <li>• Excellent written and verbal communication skills</li> <li>• To promote equality and diversity and anti-discriminatory practice</li> <li>• A commitment to ongoing personal development</li> <li>• Car Driver, although suitable adjustments will be made in accordance with the Disability Discrimination Act</li> <li>• Enhanced DBS check</li> <li>• Demonstrates informed decision making and professional judgement</li> <li>• This post is designated as a casual car user</li> </ul>	
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**\*\*An Enhanced DBS check will be required for this post\*\***

If a disabled person meets the criteria indicated by the Disability Confident scheme  symbol and provides evidence of this on their application form they will be guaranteed an interview.

We are proud to display the **Disability Confidence Symbol**, which is a recognition given by Job Centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the **Talent and Resourcing Team on 01785 278300**