

Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Children Missing Education Officer
Salary:	£38,220 - £40,777 per annum
Grade:	10
Hours:	37
Team:	County Attendance Team
Service Area:	CEF
Primary Location:	County Hall, New Road, Oxford <i>Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working. What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process</i>
Budget responsibility:	None
Responsible to:	Education Inclusion Manager
Responsible for:	None
Political Restricted Post:	N/A

Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

- To deliver the Local Authority's statutory duty to identify and track Children Missing Education
- To liaise with other Local Authorities and partner organisations such as Housing, Police & Health as required with regards to Children Missing Education
- To deliver on the County Attendance Team Strategy objectives
- To follow safeguarding procedures and refer to MASH or other professionals when child is at risk of becoming CME or is CME without family engagement
- Keep accurate records
- To provide advice and guidance through the dedicated duty line.
- To be the primary point of contact with Admissions team pertaining to the placement of Children Missing Education, including children with medical needs preventing access to education
- To use the Strengths and Needs Assessment tool when working with families resistant to accessing education
- To refer families to the County Attendance Team for legal interventions such as School Attendance Orders and prosecutions

Job Responsibilities

This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake.

- To secure the commitment of parents, carers, schools and the wider community to the identification and re-engagement of children missing education
- To carry out Home visits if appropriate and ensure that OCC lone working policy is followed
- To apply systems that reduce the risk of children missing education, i.e the S2S Lost Pupils Database
- To support, advise and co-ordinate other stakeholders such as Police, Social Care, Health and other professionals.
- Provide the operational interface with Admissions colleagues to ensure prompt allocation of schools
- Provide the operational interface with Admissions colleagues to track Children Missing Education and take appropriate action to ensure the child has access to full-time appropriate education
- To develop and implement, in liaison with other LA officers and professionals, regular monitoring reports on Children Missing Education
- Identify children missing education and take steps, in liaison with colleagues where appropriate, to support parents and carers in accessing suitable education
- Keep accurate records of Children Missing Education using OCC systems and databases.
- To analyse data and prepare reports as required.
- Work with all professionals/multi-agencies to identify those children out of education at risk of harm through gathering and sharing information in line with Child Protection procedures.
- To participate in continued professional development, both team and personal, in line with supervision and appraisal agreements and service expectations.
- To attend all scheduled team meetings.

For all staff - You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- Cooperate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to line manager as soon as practicable
- Undertake any other duties as may be required by the director (or their representative) for Children, Young People and Families.

Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes, and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below will be measured through the application form (A) and optionally - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

Essential Criteria	Assessed By:
Educational achievements, Qualifications, Training and Knowledge: <ul style="list-style-type: none"> • Either relevant professional qualification or demonstrable extensive experience with continuous professional development of working with schools, children and families and multi-agency colleagues • Evidence of up to date training in safeguarding. • Knowledge of Children Missing Education legislation 	A and I
Skills and Knowledge: <ul style="list-style-type: none"> • To build and maintain working relationships with colleagues and agencies from within the local authority and across the UK for the purposes of tracking Children Missing Education. • To apply Safeguarding knowledge and follow procedures when required • Ability to work with school leaders • Computer literate 	A and I
Relevant experience: <ul style="list-style-type: none"> • Ability to work to time scales and follow process • Time management and prioritisation skills. • Effective risk management. • Customer focus. • Evidence of excellent communication and organisation skills. • Ability to complete clear and accurate case recording. • Ability to attend work regularly and on time. • Able to travel at short notice. 	A and I
Personal qualities: <ul style="list-style-type: none"> • Reflective, resilient, tenacious and flexible. • Active listener responds to views of others. • Can work as part of a team within a busy environment. 	A and I

<ul style="list-style-type: none"> • Commitment to inclusion across all work with vulnerable children and their families. • Commitment to the child's welfare being paramount. • Commitment to own personal and professional development. • Can do, problem solving approach. • Able to build trusting and influential relationships. • Positive, collaborative team member. 	
Special requirements: <ul style="list-style-type: none"> • Satisfactory enhanced Criminal Records Bureau disclosure. • Willingness and ability to work some evenings and weekends. 	A and I
Equal Opportunities: <ul style="list-style-type: none"> • Demonstrable commitment to and understanding of the positive promotion of equality, valuing diversity and anti-discriminatory practice. 	A and I
Desirable Criteria	Assessed By:
Educational achievements, Qualifications, Training and Knowledge: <ul style="list-style-type: none"> • Knowledge of Children Missing Education processes • Familiarity with the S2S database and other sources of information to assist in tracking children missing education • Understanding of relevant legislation relating to School Attendance, Elective Home Education, Child performance licensing and Child Employment • Experience of working with school admissions and understanding of the school admissions process 	A and I
Skills and Knowledge: <ul style="list-style-type: none"> • Ability to chair meetings • Restorative approach or mediation experience • Experience of using pupil database systems 	A and I
Relevant experience: <ul style="list-style-type: none"> • Experience of chairing meetings in a multi- agency setting • Analyse data and identify trends targeting interventions • Able to use spread sheets and databases effectively. 	A and I
Special requirements: <ul style="list-style-type: none"> • Current driving licence and own transport. 	A and I

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role are identified below (those ticked).

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input checked="" type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input checked="" type="checkbox"/>	Overseas Criminal Record Checks (if applicable)
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	X	Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing

<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	X	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.