



Coventry City Council

Job Description

Job Title:	Access to Education Officer	Job Number:	L3094D
Service:	SEND and Specialist Services Ethnic Minority Achievement and CME	Grade:	GRD5
Location:	One Friargate		

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

To facilitate the admission to school (or other appropriate educational placement) of children and young people from overseas, and to support the management of CME provision by:

- collecting, collating, analysing and preparing information for presentation and dissemination to Council Officers
- exchanging information within the People Directorate, with statutory agencies, other LAs and with voluntary organisations;
- ensuring that children and young people from overseas access their entitlement to educational provision in a timely manner; and
- ensuring that children missing education are effectively investigated under the direction of the CME Manager

Main Duties and Responsibilities:

EMAS

1. Gather and record information about newly arrived children and young people as requested by EMAS and other Senior Managers within the People Directorate.
2. Collect, collate, analyse and prepare for presentation data generated from:
 - home visits to newly arrived families by colleagues in the Settlement Team; and
 - information provided by the Schools Admissions Section, housing agencies, other local authorities and other statutory and voluntary agencies.
3. Effectively communicate by letter, telephone and e-mail with newly arrived families who may speak little or no English and with schools, and the Admissions Department. Ensure that all concerned are provided with accurate information about the admission of newly arrived students.

4. Ensure that each child's admission to school is managed effectively, and that the school is provided with full, relevant information about the child/family, calling on the services of multi-lingual education assistants as required.
5. Work collaboratively with other Council services in order to ensure that children with additional needs access appropriate educational provision in a timely manner.
6. Provide information to EMAS managers so as to enable them to work collaboratively with colleagues from schools, the People Directorate and other Directorates of the City Council in improving the effectiveness of service delivery.

CME

Support the Senior Access to Education Officer to:

7. Investigate the whereabouts of Children Missing Education in line with Statutory Guidance and Local Authority Policies, to include address checks and home visits.
8. Liaise with other Local Authorities and external agencies to confirm students who are confirmed "out of city" are registered with the new authority for educational provision.
9. Ensure students who are newly arrived to the Coventry Local Authority have registered with Coventry Admissions for educational provision.
10. Maintain complete and accurate records to ensure effective tracking of children missing education

EMAS/CME

11. Contribute to the induction of new colleagues.
12. Maintain records on all individual students with due regard to confidentiality and General Data Protection Regulations.
13. Participate in training programmes.
14. Demonstrate a commitment to children's rights.
15. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected

- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:

Responsible to: Senior Access to Education Officer

Date Reviewed: February 2022

Updated:



Coventry City Council

Person Specification

Job Title:	Access to Education Officer	Job Number:	L3094
Service:	Education Entitlement Ethnic Minority Achievement and CME Service	Grade:	GRD5
Location:	One Friargate		

Area	Description
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Knowledge:	of ICT, specifically information storage & retrieval systems and the transfer of data to proprietary software programmes;
	of issues concerning the welfare and educational needs of newly arrived children from overseas, including students of Roma, refugee and asylum-seeking families;
	of issues concerning the welfare and educational needs of children missing from education
	of the education system, the responsibilities of schools and the LA, and of the statutory rights of children and their parents/carers;
	of statutory and non-statutory agencies involved in the provision of advice, support and training for newly arrived children and young people; and
	an awareness of current legislation regarding the education of newly arrived children and young people and those who are missing from education

Skills and Abilities:	To communicate effectively in other languages and interpret/translate from and into English;
	to communicate effectively in English, both verbally and in writing, with colleagues, schools, carers/parents, children, community organisations and other agencies;
	to be familiar with the cultural and linguistic background of families recently settled in Coventry from overseas;
	to have inter-personal and negotiating skills of a high order. To use these skills in the provision of support for children and young people of ethnic minority heritage and children missing from education in order to foster good communication and understanding between carers, families, schools and the LA;
	to keep up to date with and assimilate legislation, information and/or guidance pertaining to students from Roma, refugee and/or asylum-seeking families.
	to keep up to date with and assimilate legislation, information and/or guidance pertaining to children missing from education
	to interpret data and prepare this for presentation to a variety of audiences using a range of techniques and technologies;
	to work as part of a team;

	to keep accurate records and case notes:
	to understand the importance of confidentiality and the General Data Protection regulations.

Experience:	of working within a multi-disciplinary team;
	of working to tight deadlines;
	of responding promptly and effectively to a wide range of clients; and

Educational:	a good general standard of education;
	literacy and oracy skills necessary to communicate complex information to a range of audiences; and
	numeracy and ICT skills necessary to understand and analyse statistical information.

Special Requirements:	This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
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Date Reviewed: February 2022

Updated: