

Job Description and Person Specification

Job Title

Job Details	
Grade	5
Service	Education Improvement and Standards Attendance and Children Missing Education Team
Location	One Friargate
Job Evaluation Code	

Coventry City Council Values
<p>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:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>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:</p> <ul style="list-style-type: none"> • 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 & Key Accountabilities
Core Knowledge - Access to Education
<p>1. Gather and record information about newly arrived children and young people as requested by the Migration Team and other Senior Managers within the People Directorate.</p>
<p>2. Collect, collate, analyse and prepare for presentation data generated from:</p> <ul style="list-style-type: none"> • 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.
<p>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.</p>
<p>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 multilingual education assistants as required.</p>
<p>5. Work collaboratively with other Council services in order to ensure that children with additional needs access appropriate educational provision in a timely manner.</p>
<p>6. Provide information to 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.</p>
CME Support the Senior Access to Education Officer to:
<p>7. Investigate the whereabouts of Children Missing Education in line with Statutory Guidance and Local Authority Policies, to include address checks and home visits.</p>

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
Access to Education/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.

Key Relationships			
External:	Children & Families within the Coventry area Children & Families within other Local Authorities Other Local Authority Teams	Internal:	Migration Team School Organisation Team Attendance & Children Missing Education Team SEND Early Help/Childrens Social Care

Standard Information
<p>Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council’s Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</p> <p>Training The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.</p>

Responsible for

Person Specification	
Requirements	
Knowledge	of ICT, specifically information storage & retrieval systems and the transfer of data to proprietary software programmes;
Knowledge	of issues concerning the welfare and educational needs of newly arrived children from overseas, including students of Roma, refugee and asylum-seeking families;
Knowledge	of issues concerning the welfare and educational needs of children missing from education
Knowledge	of the education system, the responsibilities of schools and the LA, and of the statutory rights of children and their parents/carers;
Knowledge	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 Ability	to communicate effectively in English, both verbally and in writing, with colleagues, schools, carers/parents, children, community organisations and other agencies;
Skills And Ability	to be familiar with the cultural and linguistic background of families recently settled in Coventry from overseas;
Skills And Ability	to keep up to date with and assimilate legislation, information and/or guidance pertaining to students from Roma, refugee and/or asylum-seeking families
Skills And Ability	to keep up to date with and assimilate legislation, information and/or guidance pertaining to children missing from education
Skills And Ability	to interpret data and prepare this for presentation to a variety of audiences using a range of techniques and technologies;

Skills And Ability	to work as part of a team;
Skills And Ability	to keep accurate records and case notes:
Skills And Ability	to understand the importance of confidentiality and the General Data Protection regulations
Experience	of working within a multi-disciplinary team;
Experience	of working to tight deadlines;
Experience	of responding promptly and effectively to a wide range of clients
Qualification	a good general standard of education;
Qualification	literacy and oracy skills necessary to communicate complex information to a range of audiences; and
Qualification	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)

Declaration			
Reviewed/Created By:			
Job Title:		Date:	Feb 2022