

## Job Description and Person Specification

### Assistant Behaviour and Reintegration Officer

Job Details	
Grade	4
Service	Children and Education Service, Education Engagement Team.
Location	Friargate, Floor 9
Job Evaluation Code	R684341777

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

### Job Purpose

To support the local authority to fulfil its statutory duties and responsibilities for school attendance, permanent exclusion and suspension and in- year fair access arrangements, securing safeguarding requirements by providing advice, guidance and support to schools, parents, carers and other professionals.

Provide effective administrative support to the Senior Behaviour and Reintegration Officer.

### Main Duties & Key Accountabilities

1. Provide support, advice, guidance and information to parents and carers on their rights and responsibilities in relation to the areas specified above in line with current guidance and legislation.
2. Maintain up to date knowledge of legislation, regulations, guidance, policies and procedures affecting permanent exclusions and suspension, Supported Transfers, SEN, children in care, and other relevant areas that impact on pupil behaviour and reintegration.
3. Liaise with the CAP administrators to provide data on all children accessing CAP to support the CAP Panels.
4. Provide administrative support to the CAP panels, compiling referral forms, accompanying paperwork and agendas to be distributed to panel members.
5. Provide administrative support for the Supported Transfer and Fair Access Protocol procedures, including compiling of agendas and distribution of paperwork.
6. Track and monitor data on permanent exclusions, Supported Transfers and Fair Access.
7. Maintain, complete accurate records and develop reporting systems that detail exclusions, fair access and supported transfers.

8. Monitor and manage the Exclusions inbox including notifying the Senior Behaviour and Reintegration Officer of any permanent exclusions.
9. To provide data reporting and analysis and evaluation of effectiveness to the Primary/Secondary Education Leads as required.
10. Use the Local Authority's financial systems to support the Lead for Children Absent from Education to monitor expenditure/income relating to maintained schools and academies.
11. Provide appropriate information, communicate effectively, in a timely way and make decisions to ensure the safeguarding of children's welfare.
Any other duties and responsibilities within the range of the salary grade.

Key Relationships			
External:		Internal:	

Standard Information
<p>Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health &amp; 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><b>Training</b> The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.</p>

Responsible for
<p><b>Staff managed by postholder:</b> No staff managed by postholder</p>

Person Specification	
Requirements	
Knowledge	Competent in the use of manual and IT systems including the input and retrieval of data and production of management information
Knowledge	Perform basic administrative tasks
Knowledge	Data protection and confidentiality when dealing with sensitive information
Knowledge	Knowledge of the legal framework for suspensions and permanent exclusions and Fair Access processes
Knowledge	Understanding of the relationship and practices between the LA and schools in respect of permanent exclusions
Skills And Ability	Commitment to customer care and delivering services in line with the needs of all stakeholders
Skills And Ability	Effective communication, both verbally and in writing, with colleagues, schools, parents/carers and other agencies.
Skills And Ability	Listen and accurately record messages/minutes
Skills And Ability	Experience of effective working in a team
Skills And Ability	Able to work on own initiative when required
Skills And Ability	Excellent numeracy, literacy and keyboard skills
Skills And Ability	Able to work under pressure with frequent interruptions
Skills And Ability	Proficient in the use of computer packages to monitor exclusions and process applications
Skills And Ability	Proven ability to process information and check details against specified criteria
Skills And Ability	Ability to prioritise workload across a team
Skills And Ability	Proficiency in Microsoft Applications and where possible CAPITA ONE system
Experience	Experience of financial reporting systems such as Agresso
Experience	Experience of advising parents/schools on policy, guidance or legislation in an educational service area
Qualification	A good standard of general education including qualification in English and Mathematics

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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Declaration			
Reviewed/Created By:	September 2024/Faye Parklen		
Job Title:	Head of Education Entitlement & Enrichment	Date:	03/02/2025