

Job Description and Person Specification



Job Description

Job Title	Pupil Inclusion Officer
Grade	4
Service	Education Inclusion & Attendance
Reports to	Senior Pupil Inclusion Officer
Location	Friargate, Floor 9
Job Evaluation Code	L3707D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

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:



About the Service your team will provide

Purpose of the role / Output

- Support the local authority fulfils its statutory duties and responsibilities for school attendance, inclusion, exclusion and securing safeguarding requirements by providing advice, guidance and support to schools, parents, carers and other professionals.
- Provide effective administrative support to the Attendance and Inclusion Manager..

Main Duties & Key Accountabilities

Core Knowledge

1. Provide support, advice, guidance and information to schools, parents, carers and other professionals on areas specified above in line with current guidance and legislation.
2. Maintain up to date knowledge of legislation, regulations, guidance, policies and procedures affecting School Attendance, Performance, Chaperone and Child Employment licences and Children Missing from Education.
3. Ensure effective tracking of pupils including for legal work including maintaining records, arranging meetings and preparing distributing reports / correspondence as relevant.
4. Produce and analyse statistical information as requested and to ensure information is up to date and accurate.
5. To provide data reporting and analysis to the Primary / Secondary Education Improvement and Standards Lead as required.
6. Support the team with the Local Authority's statutory duties with regard to school attendance including the administrative processing of fixed penalty notices, taking payments and maintaining accurate records.
7. Use the Local Authority's financial systems to work with maintained schools and academies.
8. Provide appropriate information and make decisions that would support the safeguarding of children's welfare.
9. Ensure effective maintenance, tracking and recording of Child Employment, Child Performance Licensing and Chaperones.
10. Provide efficient and effective administrative support to the Attendance and Inclusion Manager.

11.Any other duties and responsibilities within the range of the salary grade.



Key relationships

External Schools Other Local Authorities	Internal School Admissions School Attendance Children Missing in Education SEND Ethnic Minority Achievement Service Educational Psychology Elective Home Education
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Standard information

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.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

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Knowledge	
Competent in the use of manual and IT systems including the input and retrieval of data and production of management information	
Perform basic administrative tasks	
Data protection and confidentiality when dealing with sensitive information	
School attendance, Child Employment, Performance and Chaperone licensing	
Understanding of the relationship and practices between the LA and schools in respect of school attendance	
Skills and Abilities	
Commitment to customer care and delivering services in line with the needs of clients	
Effective communication (verbally and written) with other staff and members of the public	
Listen and accurately record messages/minutes	
Team working	
Excellent numeracy, literacy and keyboard skills	
Able to work under pressure with frequent interruptions	
Proficient in the use of computer packages to monitor exclusions and process applications	
Proven ability to process information and check details against specified criteria	
Experience	
Proficiency in Microsoft Office applications and CAPITA ONE system	
Experience of advising parents/schools on policy, guidance or legislation in an educational service area	
Qualifications	
A good standard of general education including qualification in English and mathematics (Grade 4-9 or equivalent)	

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)

Date Created	June 2019	Date Reviewed	January 2023
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