

Job Description and Person Specification



Job Description

Job Title	Access to Education Officer
Grade	GRD 5
Service	Education Improvement and Standards Attendance and Children Missing Education Team
Reports to	Senior Children Absent from Education Officer – CME
Location	One Friargate
Job Evaluation Code	



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

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 Manage
- Ensure effective maintenance, tracking and recording of Child Employment, Child Performance Licensing and Chaperones as required

Main Duties & Key Accountabilities

Core Knowledge

Access to Education

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.
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 multilingual 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 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 Children Absent from 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

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.

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
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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.

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
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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:

Person specification

Job Evaluation Code	
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
Qualifications
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)

Date Created		Date Reviewed	September 2025
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