



Coventry City Council

Job Description

Post:	Pupil Inclusion Officer	Job Number:	L3707D
Service:	Education Inclusion & Attendance	Post Number:	1027870
Location:	Friargate, Floor 9	Grade:	4

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:

- 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 and Responsibilities:

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.

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: N/A

Responsible to: Inclusion & Attendance Manager

Date Reviewed: June 2019

Updated: June 2021



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Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none">• 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
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Skills and Abilities:	<ul style="list-style-type: none">• 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
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Experience:	<ul style="list-style-type: none">• Proficiency in Microsoft Office applications and CAPITA ONE system• Experience of advising parents/schools on policy, guidance or legislation in an educational service area
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Educational:	<ul style="list-style-type: none">• A good standard of general education including qualification in English and mathematics (Grade 4-9 or equivalent)
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Special Requirements:	<ul style="list-style-type: none">• 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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