

Job Description and Person Specification

Lead for Children Absent from Education

Job Details	
Grade	9
Service	Education and SEND
Location	Broadgate House
Job Evaluation Code	A5944

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
<ul style="list-style-type: none"> • Oversee and ensure that the local authority fulfils its statutory duties and responsibilities for school attendance, Children Missing Education (CME) - securing safeguarding requirements, duties under Section 19, unplaced children, Fair Access Protocol arrangements and behaviour & re-integration (exclusions, suspensions, part-time timetables). • Responsible for the promotion of policies and practices which focus on both increasing inclusion and decreasing educational and social exclusion. • Be the designated Local Authority officer for Children with Medical Needs.

Main Duties & Key Accountabilities
1. Supervise, lead and develop the Children Absent from Education team functions to fulfil its statutory duties and responsibilities for school attendance, exclusion, and in-year fair access arrangements.
2. Oversee the functions of the Senior Local Authority Attendance Officer and Access to Education Officer in relation to The Attendance Traded Offer, school attendance, and enforcement proceedings.
3. Oversee the statutory process for permanent exclusions ensuring statutory records are maintained and that children resume education with minimal disruption through working with the Education Engagement Team.
4. Oversee suspensions and part-time timetables providing advice and challenge to school partners as appropriate.
5. Oversee requests for support for children absent from school with medical needs in line with the section 19 process.
6. Implement the operation of the in-year fair access arrangements, taking responsibility for reviews of process. Ensure that agreed protocols with headteachers for fair access arrangements, supported transfers and permanent exclusions are adhered to.
7. Working closely with the Education Engagement Team and in partnership with schools, contribute to the identification of strategies to reduce the number of permanent exclusions and suspensions, shaping and operating in line with the Primary and Secondary Behaviour and Reintegration Pathways.
8. Work closely with the Education Engagement and Schools Violence Reduction Lead to ensure statutory duties are upheld with the Fair Access process and support the Behaviour and Reintegration pathway ensuring that the Council and schools are statutorily compliant and operating in line with the Coventry Alternative Provision Graduated Model of Support.
9. Liaise with other support agencies where necessary to ensure positive outcomes for children and young people.
10. Investigate complaints, issues or problems including parental concerns.
11. Work with and where appropriate challenge senior leadership teams in schools to ensure that their policies, procedures and practices are inclusive and in line with current guidance and legislation.
12. Develop policies that improve outcomes for young people who are disengaged from school and who may have been excluded from mainstream education or who are missing from education.
13. Effectively gather, analyse, and interpret data to inform strategic planning and future service provision. Present Performance Data to Senior Managers, panels as appropriate, and other stakeholders to ensure oversight and challenge.
14. Responsibility for monitoring budgets, including forecasting and quarterly reviews whilst ensuring services are sustainable and financially viable.
15. Local Authority representative for school attendance and behaviour & reintegration at national and regional forums.

16. Education representative at Social Care and wider Children's Services meetings as appropriate (e.g. missing from home triage meetings).

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

Key Relationships

External:	Department for Education All state schools In Coventry and Academy Trusts Children and Young People Parents / Carers Police and other relevant partners	Internal:	Councillors Finance Legal HR Other Teams within Education & Children's Services (including SEND, School Organisation, School Improvement, Virtual school, Hospital Education Service, Early Help, MASH)
-----------	---	-----------	---

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.

Training

The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.

Responsible for

Senior Access to Education Officer

Senior Local Authority Attendance Officer

Person Specification	
Requirements	
Knowledge	Thorough understanding of the Education legislative framework underpinning the children absent from education agenda including relevant sections of the Education Act 1996.
Knowledge	Understanding of a wide range of learning opportunities including alternative provision which may re-engage some young people.
Knowledge	Detailed understanding and application of the legislation and statutory guidance with regards to school admissions, exclusions from school, elective home education and children missing education.
Knowledge	Understanding of the governance of schools, their autonomy and their need to comply with regulations.
Knowledge	Local Authority financial management systems.
Skills And Ability	Able to analyse facts and situations and think creatively about problems and opportunities.
Skills And Ability	Lead and motivate colleagues to produce high quality work.
Skills And Ability	Initiate and monitor projects that address the inclusion agenda.
Skills And Ability	Effectively manage multiple priorities and work accurately under pressure.
Skills And Ability	Work with a high degree of initiative and independence with minimal direction, including resolving challenging issues.
Skills And Ability	Excellent interpersonal skills including establishing and maintaining trust and effective working relationships with schools.
Skills And Ability	Good Communication Skills including ability to write clearly and concisely and present reports effectively and confidently to committees, panels or other meetings.
Skills And Ability	Highly developed negotiating and influencing skills including ability to manage conflict.
Skills And Ability	Good change management skills including the ability to interpret legislation and implement service change.
Skills And Ability	Competent in the use and application of technology.
Skills And Ability	Analyse monitor and evaluate data to a high standard.
Skills And Ability	Flexible and positive attitude and the ability to adapt effectively to changing service needs.
Skills And Ability	Good financial skills including managing a traded service.

Skills And Ability	Act as an advocate for the service and promote its reputation.
Experience	Proven experience of implementing policies, strategies and project development involving innovation to promote change.
Experience	Developing and delivering training.
Experience	Successful partnership working on complex issues with headteachers, educational establishments and parents.
Experience	Working with young people in an educational setting.
Qualification	Relevant professional qualification or significant relevant practical experience.
Qualification	Evidence of continuing professional development.
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:	Faye Parker		
Job Title:	Head of Educational Entitlement and Enrichment Services	Date:	February 2025