



Coventry City Council

Job Description

Job Title:	Schools Violence Reduction Lead	Job Number:	N/A
Directorate:	People	Post Number:	1035396
Service:	Education & Skills Education Improvement & Standards	Grade:	Soulbury 08-11 (+SPA)
Location:	Friargate, Floor 9		

Job Purpose:

- To contribute to the reduction of youth violent crime
- To identify and protect vulnerable children to ensure their pathways are possible and their life chances are maximised
- To contribute to the reduction of Missing Young People
- Liaise with a variety of partners around the schools' agenda, sharing, recording and reporting information appropriately
- Ensure that schools have an effective, relevant, high quality mapped offer with measured impact

Main Duties and Responsibilities:

1. Schools

- Spend time in school, building an awareness of young peoples' needs within that context by talking to all stakeholders there.
- Be a voice for schools and young people, building credibility and understanding.
- Deliver programmes where appropriate and take part at times to ensure that hands on knowledge and experience of the agenda that the role works within is maintained.
- Responsibility for safeguarding and being able to identify when a young person is at risk.

2. Liaison with agencies

- Work with all relevant agencies and partners mapping, tracking, co-ordinating, recording and reporting on the impact of their work with schools.

- Support the effective implementation of suitable programmes, quality assure them and measure their impact. Be a conduit between schools and the many initiatives and programmes that could benefit them.

3. Information sharing

- Collate, share, analyse and report on large volumes of information and present information appropriately and be a credible speaker to a wide variety of audiences.
- Research, present and maximise digital possibilities.

Priorities

Holding of information/sharing of information

- Enable work to be initiated by schools, through the sharing of information around familial links from police/other partners, eg, siblings of individuals identified as at risk/ entrenched/ periphery/ emerging
- Link the sharing of information to safeguarding and ensure identification of issues and consequent appropriate action.
- Participate in the sharing of information around exclusion and education placement panels, eg if a gang member is at one school ensure information is shared to prevent a member of an opposing gang being placed in the same school.
- Through the placement panels facilitate an additional layer of intelligence that the police probably may not be aware of i.e. the reasons why an individual is excluded may be linked to criminality outside of education, but the initial exclusion/suspension is unrelated.
- Facilitate possible support for re integration into school life through compulsory attendance at one of the police led programmes- such as 'this is my life' or have an intervention as part of the knife/violence/weapon intelligence project.
- Encourage schools to report all offences that occur in schools. Give schools the confidence that the report will be dealt with in the most appropriate manner with the child/young person in mind.
- Share information around missing young people with schools and partners. Linked to this, seek to understand and improve attendance processes, particularly in secondary schools.
- Share information with social services (particularly the Horizon team) as appropriate.

Work with Partners/Mapping and Liaison

- Support roll out of the Mentoring Violence Prevention (MVP) program in schools.
- Have an awareness of the NEETS/missing from education and home educated young people to allow for long term plans of re integration or awareness of any risks/vulnerabilities that this group of young people may have- ensure no young person is missed.
- Link to School Link Officers and their inputs and sessions that are being delivered within schools.
- Link to school nurses and Family Hubs.
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- Co-ordinate the input of external agencies in schools to ensure that there are no mixed messages from a range of delivery partners and that schools get the best value for money by having a preferred supplier list and group bookings for discounts.
- Ensure the input with young people is all based on evidence of what works
- Co-ordinate partner agency support, i.e. ensuring that projects such as “This is my life” is advertised and utilised where we need it.
- Link to partnership co-ordinator (accountable to the Police and Crime Commissioner).
- Link to Coventry Youth Partnership (led by Chief Executive Officer - Positive Youth Foundation).
- Ensure provision offered to young people is appropriate to their need, such as by offering tiers of support for lower offenders, middle offenders, extreme offenders. One size does not fit all.

Reporting and Recording

- Utilise Capita and additional Education records systems and data to support recording and reporting.

Work in/with Schools

- Provide a link between Primary/Secondary schools and the Youth Violence Reduction Team (YVRT), signposting for referrals, contacts, diversion opportunities, intelligence/information etc.
- Be a champion for keeping children and young people in education as a priority and as a positive diversionary activity.
- Through dedicated time in schools in key impact areas, ensure staff are aware of issues and how to identify and report concerns.
- Work with victims and signpost them to support.
- Co-ordinate training for Education Professionals, focusing on the gang element and the violence that comes with it.

Funding

- Explore funding opportunities and submit bids to access resources where the gap is identified.
- Identify of funding streams for schools and partners and support with accessing them.
- 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 Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:

Responsible to: Head of Education Improvement & Standards

Date Reviewed: January 2020

Updated: January 2020



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Person Specification

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Location:	Friargate, Floor 9		

Area	Description
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Knowledge:	• School context and how young people learn
	• Violent crime reduction work in Coventry
	• Safeguarding in its widest context

Skills and Abilities:	• A driver: visionary, positive, innovative
	• Organised: able to plan, implement, finish, evaluate
	• Effective voice for schools: able to present and persuade with passion
	• Credible with schools and partners
	• High level of literacy skills, including reporting verbally and in written form

Experience:	• Experience of working in school, or with schools/young people for at least a year
	• Experience of leading a key area of work
	• Experience of liaising with a range of professionals

Educational:	• Educated to "A" level or equivalent
	• Post 18 qualification either in teaching or in a discipline relating to this role

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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Date Reviewed: January 2020

Updated: January 2020