

# Lancashire County Council

## Operational Context Form

<b>Post title:</b> Fair Access and Pupil Placement Officer					
<b>Directorate:</b> Children and Young People			<b>Location:</b>	White Cross, Lancaster CCP L1, Preston	
<b>Establishment or team:</b>		Pupil Access		<b>Post number:</b>	E02032100110
<b>Grade:</b>	Grade 9	<b>Staff responsibility:</b>	No	<b>Essential car user:</b>	Yes
<p><b>Scope of Work – appropriate to this post:</b></p> <p>Assume the responsibilities of oversight and adherence to the requirements of the statutory Fair Access Protocols.</p> <p>Responsible for the development and operation of the Fair Access and Managed Move Protocols in relation to the educational placement of vulnerable pupils</p> <p>Lead on development of relationships and protocols in respect of effective working with schools and other educational and social care agencies</p> <p>Development of tracking and reporting systems to effectively monitor progress, placement and outcomes for vulnerable children</p> <p>To be responsible for the successful development and operation of the Pupil Placement Panels to reflect changes in local circumstances.</p>					
<p><b>Accountabilities / Responsibilities – appropriate for this post:</b></p> <p>Responsibility for negotiating and overseeing the education placements for pupils under the Authority's Fair Access Protocol.</p> <p>To facilitate and monitor Managed Moves between schools, incorporating the requirement to liaise with all of the relevant teams/agencies including schools, Local Authorities and the families involved.</p> <p>Ensuring the timely facilitation of complex admissions / Children Missing Education (CME) / Children Looked After in liaison with other agencies to ensure vulnerable children do not miss education.</p> <p>Attend and report at a variety of meetings and to liaise/negotiate with the full range of parents, schools, colleges, colleagues and agencies which have regular contact/links with the Pupil Access Team.</p> <p>Quality Assure the written and oral representations regarding the appropriateness of an exclusion that are made on behalf of the authority to school governing bodies in the case of all permanent and longer fixed period exclusions.</p> <p>To attend Independent Review Panels where required.</p> <p>Prepare reports and statistics on the effectiveness of the Pupil Placement Panels and measuring performance in respect of Fair Access placements.</p>					

To identify New to Area pupils that meet the criteria of the Fair Access Protocol or require referral to Alternative Provision, including Year 11 provision and PRUs.

To develop and maintain relations with PRUs and Alternative Provision providers.

To attend admission meetings for all referrals to primary and secondary PRUs to establish pathways for pupils to move on to in a timely fashion.

Preparation and presentation of Fair Access Appeals to Independent Appeal Panels.

To escalate CLA cases to the head teacher and governors where there is any delay in admissions.

**Additional supporting information – specific to this post:**

**Prepared by:**

**Date:**

**The above form** sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

**Safeguarding commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

**Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

**Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and / or numeracy if they do not have one already.

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<b>Person specification form</b>		
<b>Post title:</b> Fair Access & Pupil Placement Officer	<b>Grade:</b> Grade 9	
<b>Directorate:</b> CYP	<b>Post number:</b> E02032100110	
<b>Establishment or team:</b> Pupil Access		
Requirements (based on the job description)	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
<b>Qualifications</b>		
Degree or equivalent e.g. HND	D	AF/I
Management qualification or equivalent	D	AF/I
<b>Experience</b>		
1. Experience of successfully working in a multi-disciplinary setting	E	AF/I
2. Successful relevant administrative experience at a responsible level.	E	AF/I
3. Dealing with the public in a responsive manner.	E	AF/I
4. Experience of managing a caseload of clients	E	AF/I
<b>Knowledge, skills and abilities</b>		
1. Proven record keeping and data handling skills	D	AF/I
2. Ability to implement, use and develop office systems, specifically making use of information technology	D	AF/I
3. Excellent interpersonal skills, both oral and written, with the ability to negotiate effectively with service users, school staff and colleagues in a front office location communication difficult messages on a frequent basis.	E	AF/I
4. An ability to work effectively under pressure and to strict deadlines (including statutory deadlines)	E	AF/I
5. Ability to interpret, work to, and communicate detailed policy document and procedures.	E	AF/I
6. Ability to prepare and present information in a wide variety of settings.	E	AF/I
7. Ability to deal with sensitive/confidential work issues.	E	AF/I

8. Knowledge of current education policy and practice in relation to admissions, exclusion, transport and welfare benefits	E	AF/I
9. Ability to successfully working with and supporting schools	E	AF/I
10. Ability to influence others behaviour through effective relationship building.	E	AF/I
<b>Other (including special requirements)</b>		
1. Commitment to equality and diversity	E	I
2. Commitment to health and safety	E	I
3. Display the LCC values and behaviours at all times and actively promote in others.	E	I
<b>*Delete/amend as applicable</b> *This is an essential car user post. However in certain circumstances consideration may be given to applicants who as a consequence of disability are unable to drive.		
<b>Prepared by:</b>	<b>Date:</b>	
<b>Note: We will always consider your references before confirming a job offer in writing.</b>		