

Lancashire County Council

Job description for the post of: Children Missing Education Officer

Directorate: Education Improvement		Location:	Work countywide, based at Union Street, Chorley but currently working from home	
Establishment or team:		Access to Education Entitlements		Post number: F-543-0023
Grade:	7	Line manager:	Thematic Lead for CME & School Attendance Legal	Car user: Yes
Staff responsibility: No		Number of staff directly supervised: NA		Which business plan covers this post? Education Improvement

Core Purpose

Making Lancashire a place where everyone matters. A place where everyone can enjoy equal and quality life chances and be respected in their communities.

Corporate Objectives
Lancashire a place where people can

- Feel safe
- Lead healthy lives
- Get help if they need it
- Learn and develop
- Work and prosper
- Travel easily and safely
- Enjoy a high quality environment

The purpose of this job is:

To undertake statutory duties with regard to Children Missing Education on behalf of the Local Authority.

Manage a caseload of children referred to the CME team requiring investigation in line with local authority policies and procedures and national statutory guidance.

Core tasks

To undertake tracking out investigations in respect of children who have left the authority with no educational provision in place.

To undertake tracking in investigations in respect of children who have moved into the authority/moved within the authority/already resident in the authority with no educational provision in place.

To manage a caseload of children who are confirmed as CME with barriers to education engagement and ensure they are recorded, tracked, monitored and assisted back into educational provision.

Follow local policy, guidance and procedures for children in need, including those in need of protection and those looked after.

Carry out assessment and planning as required for those children and young people who are missing, or at risk of missing, education.

To foster good relationships with CME children and their parents to stimulate engagement with the

education process and ensure that children, young people and their families are consulted and involved in decision making.

To initiate legal interventions in respect of School Attendance Orders.

Use and maintain systems of notification, recording, tracking and monitoring a caseload of children/young people who are missing from, or at risk of going missing from, education and provide data for the team manager as requested.

Foster excellent working relationships with relevant agencies/persons in respect of CME enquiries/investigations.

Prepare for and participate in regular supervisions to ensure good case progression.

Provide advice, support and challenge to schools and colleagues in respect of removals from school roll.

Prepare for and participate in the multi-agency CME panels.

Undertake any other duties in relation to this area of work.

Prepared by:	L Lenoir
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Date:	15/12/2021
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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 help 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.

Lancashire County Council

Person specification form		
Job title: Children Missing Education Officer	Grade: 7	
Directorate: Education Improvement	Post number: F-543-0023	
Establishment or team: Access to Education Entitlements		
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)
Qualifications		
Educated to GCE A level or equivalent	E	AF
Qualification in relevant Children's Services	D	AF
ICT Skills qualifications such as GCSE, CLAIT, ECDL etc	D	AF
Experience		
Experience of working with children/young people and/or families in an education or social work setting	E	AF/I
Experience of working with schools	E	AF/I
Experience of working with relevant specialised systems, equipment and/or IT software	E	AF/I/T
Experience of working in a multi-agency setting	E	AF/I
Independent working	D	AF/I
Knowledge, skills and abilities		
Ability to provide clear professional advice to parents/carers, school staff and other professionals on education matters relating to education	E	AF/I
Excellent listening and interpersonal skills with an ability to communicate/with a range of service users and professionals and to engage hard to reach families	E	AF/I
Assessment/investigative/analytical/problem-solving skills	E	AF/I
Ability to work as a team but also autonomously and without constant supervision to deadlines	E	AF/I
Ability to manage and prioritise a caseload	E	AF/I
Ability to maintain good casework records	E	AF/I
Good ICT skills	E	AF/I/T
Sound knowledge of education law in relation to school registration and attendance	D	AF/I
Other (including special requirements)		
1. Commitment to equality and diversity	E	I
2. Commitment to health and safety	E	I
3. Commitment to attendance at work	E	I
Prepared by: L Lenoir	Date: 15/12/2021	
Note: We will always consider your references before confirming a job offer in writing.		

LANCASHIRE COUNTY COUNCIL

PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Headteacher/Head of Service/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

This form **must** accompany the Vacancy Authorisation Form (REC1) when requesting clearance to advertise and accompany any referral to the Occupational Health Service for the pre-employment medical clearance of a candidate for appointment.

CONFIDENTIAL

Team/Establishment	Access to Education Entitlements
Post/Job title	Children Missing Education Officer
Description of main activities the employee will be required to undertake (or attach job description) see attached	
Form completed by: (print name) Lorraine Lenoir	

A. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.

		YES	NO
1	Work at heights (<i>e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Work in excessively noisy environments above statutory control limits (<i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Work in unusual environmental conditions (<i>e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (<i>e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Some contact with hazardous substances (<i>e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Work with lead or lead-based products (<i>e.g. some paints</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

9	Food handling/preparation (of raw or uncooked food only).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Occupational fieldwork or work in extreme conditions (e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

This section is for the information of applicants and does not facilitate a referral to Occupational Health.

		YES	NO
11	Face to face contact with the public/service users (e.g. at sensitive front line posts re abuse, aggression, assault).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Working in isolation/lone working.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Work with electrical wiring (e.g. colour blindness).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (e.g. risk of weils disease, other animal borne diseases, zoonoses).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Manual handling (other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Working with vulnerable service users (e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Work involving repetitive movements or forced posture (e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	Work as a regular display screen user (where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

N/a

Head of Service/Line Manager/ Headteacher (please print)		Lorraine Lenoir	
Telephone Number:	01772 532687	Date:	15/12/2021