

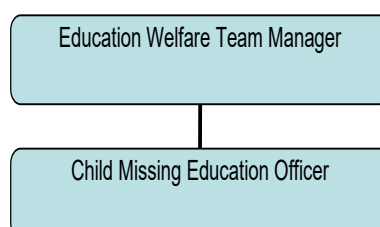
Job description

Job title:	Child Missing Education Officer		
Directorate:	People	Salary:	£11,498 - £13,561 per year for working 38 plus 1 week Term Time Only, 16 hours per week. Plus £279 London Weighting (FTE £31,015 - £36,581 per year, plus £753 London weighting)
Section:	Early Help – Education Welfare Service	Grade:	BG-H, SCP15-24
Location:	Family Hubs	Work style:	Flexible

Key objectives of the role

- To fulfil the Council's statutory responsibilities for Children Missing Education (CME), ensuring children who are not receiving education are identified, tracked and supported to access appropriate educational provision.
- To coordinate effective information sharing and communication between schools, Council services, other local authorities and partner agencies to identify and locate children who may be missing from education.
- To maintain effective oversight of children identified as CME, ensuring cases are progressed in a timely way, and appropriate action is taken to safeguard their education, welfare and wellbeing.
- To provide a responsive and professional service to schools, families and partner agencies, offering advice, support and appropriate challenge in relation to Children Missing Education.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- Maintain accurate and up-to-date records of all work undertaken, including case activity, correspondence and relevant documentation, and produce reports, data and statistical information to meet statutory and management requirements.
- Undertake timely and thorough tracking and investigations to identify and locate children who may be missing from education, including children who have moved into or within Bracknell Forest, or who are resident in the borough without identified educational provision.
- Manage a caseload of children confirmed as Children Missing Education (CME), ensuring each child is appropriately recorded, tracked and monitored, with timely action taken to support their return to, or access to, suitable educational provision.
- Provide clear advice, support and appropriate challenge to schools and colleagues in relation to Children Missing Education, including school admissions, children joining and leaving schools, and appropriate removal from school roll.
- Contribute flexibly to the wider work of the Education Welfare Service, working collaboratively with colleagues and partner agencies to support the Council's responsibilities for children's access to education.

Scope of role

- The post has no direct budget responsibility but is responsible for managing an individual caseload and prioritising activity in line with statutory requirements and service priorities.
- The role has a borough wide remit, working with schools, families, Council services and partner agencies to identify, track and support children who are missing from education.
- The post holder will work collaboratively with other local authorities and statutory and non-statutory agencies, sharing information appropriately to establish children's whereabouts and educational status and support access to education.
- The role requires a high degree of professional curiosity, accuracy and personal responsibility, with the post holder managing competing priorities and progressing enquiries within appropriate timescales.
- The post holder will work flexibly across Bracknell Forest Council buildings and community settings, in accordance with the requirements of the service.

- Safeguarding and promoting the welfare of children and young people is central to the role, and the post holder is expected to recognise concerns and act in accordance with relevant safeguarding procedures.

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Person specification

Key criteria	Essential	Desirable
Skills and qualifications	- High standard of general education with well developed literacy and IT skills. Minimum GCSE Grade C/4 or above (or equivalent) in Maths and English - A methodical approach to information gathering, recording and reporting.	- Knowledge/experience of the work of the Education Welfare Service - Good working knowledge of Safeguarding processes, procedures and thresholds.
Competence summary (Knowledge, abilities, skills, experience)	- Up to date knowledge of relevant legislation, practice, Policy and Procedures in Children Missing Education - Ability to build positive working relationships with partners and stake holders and the range of organisations working with children and young people - Good communication skills / IT skills / report writing; data collection and analysis. - Able to demonstrate understanding of information sharing and the relevant guidance / legislation supporting this. - Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare. - Ability to work under pressure and meet deadlines, prioritise and plan own workload in the context of conflicting priorities and work on own initiative.	- Experience of using the ONE database - Experience of working within a Multi-agency framework. - Understanding of Child Protection procedures and other child related legislation. - Experience of devising and delivering appropriate training.
Work-related Personal Requirements	- Proactive and self-motivated. - Solution focused and problem solving. - Able to recognise and manage conflicting pressures.	

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- Able to work both collaboratively and independently using own initiative.
 - Ability to display accuracy and attention to detail. Prioritising tasks and using own initiative.
 - The post holder must hold a full UK driving licence (or valid equivalent) and access to a car.

Other work requirements

- A satisfactory enhanced Disclosure and Barring Service check. This post is exempt from the Rehabilitation of Offenders Act 19
- The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time.
- As a designated free worker, the post holder will have the flexibility to divide their time between Portman Close, Family Hubs and Community facilities as required.
- Flexibility about patterns of working hours which may include evenings/weekends
- Ability to formulate action plans, risk assessments and meet deadlines.

Role models and demonstrates the Council's values and behaviours

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to observing the Council's Equality and Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and Council policies/procedures.

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EMPLOYER RECOGNITION SCHEME

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