

# Job Description

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

## Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

### Role Details

Job Title:	Education Casework Officer	JEID	LO265
Salary Grade:	Grade J (SCP 20 – 23)		
Team:	Warwickshire Attendance Service		
Service Area:	Education Service Delivery		
Primary Location:	Warwickshire		
Political Restriction:	This position is not politically restricted.		
Responsible to:	Team Lead – Attendance Service		
Responsible for:	N/A		

### Role Purpose

- To work in line the local authority's duties in relation to 'Working together to improve school attendance'.
- To undertake the local authority's statutory duties in relation to school attendance

### Role Responsibilities

- In line with 'Working together to improve school attendance', build relationships within teams and services across Warwickshire County Council, deliver advice, guidance, and support, to schools, liaise with multiple agencies and safeguarding partners.
- To be an integral part of a team 'around the child' focussing on a support first, support second, support third approach implementing a range of strategies to remove barriers to education and improve school attendance.
- By analysing whole school attendance data identify children who are persistently or severely absent or at risk of being so, agreeing individual plans of support with schools.
- To use effective casework management including good quality assessment, action planning, and casework intervention in line with service criteria, working to agreed deadlines.
- Where formal plans of intervention are required escalate cases through formal legal process, within the defined legal timescales.
- To work with a high degree of independence and be a representative of the local authority

## Job Description

### Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

#### Generic Role Details

Job Role:	Education Casework Officer
-----------	----------------------------

#### Main Tasks

- In line with 'Working together to Improve School Attendance' (2022) support the services work to develop strategic approaches to improving whole school attendance strategies including training, analysis of data advising on local and national changes to policy and process.
- Hold termly 'Targeting Support Meetings' with schools within a defined locality area. This will include termly conversations, using attendance data to identify pupils and cohorts that are severely absent, persistently absent and those at risk of becoming so. Agreeing targeted actions and access to services for those pupils identified
- Work together with other professionals to coordinate appropriate support, building strong relationships with a range of services and partners.
- Coproduce action plans and complete assessments to support families using strategies to remove barriers and improve attendance including consideration of early help pathways.
- Use a range of escalation processes when appropriate to do so, that may include setting formal attendance targets, Parenting Contracts issuing Penalty Notices, supervising Education Supervision Order, gathering and preparing evidence for legal proceedings and acting as a witness at court.
- To use an assess, plan, do, review approach to manage your responsibilities and workload.
- To ensure that required timescales and key performance indicators are met.
- To use WCC's electronic information systems to prepare and maintain clear, concise records and accurate reports as required by the service.
- To actively participate in self -directed reading and research maintaining knowledge contributing to supervision, appraisal, training, and service development.
- To work in line with 'Keeping Children Safe in Education' 2023 and other relevant legislation and guidance's relating to the role.
- As a representative of Warwickshire County Council contribute to the work of the service, maintaining a customer service focus in line with the Council Plan
- To undertake other duties as are commensurate with the post and according to the needs of the service.

## Job Description

### Section C: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

#### Essential Criteria

Assessed By:

<ul style="list-style-type: none"><li>Understanding of the guidance and legislation relevant to school attendance e.g., Working together to improve school attendance 2022, Education Act 1996, Children Act 1989, The Education (Pupil Registration) (England) Regulations 2006, Keeping Children Safe in Education 2023, etc.</li></ul>	<b>A, I, T</b>
<ul style="list-style-type: none"><li>Have a knowledge and understanding of the education system in relation to school attendance</li></ul>	<b>A, I, T</b>
<ul style="list-style-type: none"><li>Able to prioritise workload using effective diary management and work to agreed deadlines</li></ul>	<b>A, I, T</b>
<ul style="list-style-type: none"><li>Able to maintain case files to a high standard using an electronic information system keeping accurate and up-to-date case records and all other relevant documentation including evidence that may be required for presentation in court</li></ul>	<b>A, I, T</b>
<ul style="list-style-type: none"><li>Ability to work effectively with children and their families</li></ul>	<b>A, I,</b>
<ul style="list-style-type: none"><li>Experience of using a support first, support second, support third approach to make a positive difference to the lives of children and their families.</li></ul>	<b>A, I</b>
<ul style="list-style-type: none"><li>Experience and understanding of working in multi-agency settings such as schools, early help, children's social care</li></ul>	<b>A, I</b>
<ul style="list-style-type: none"><li>As a representative of Warwickshire County Council contribute to the work of the service, maintaining a customer service focus in line with the Council Plan</li></ul>	<b>A, I</b>
<ul style="list-style-type: none"><li>The ability to work independently and as part of a team</li></ul>	<b>A, I, T</b>
<ul style="list-style-type: none"><li>Work in line with requirements of confidentiality and data protection, and deal appropriately with sensitive material</li></ul>	<b>A, I</b>
<ul style="list-style-type: none"><li>A commitment to undertake ongoing training and development</li></ul>	<b>A, I</b>
<ul style="list-style-type: none"><li>A commitment to equal opportunities and anti-discriminatory practices</li></ul>	<b>A, I</b>
<ul style="list-style-type: none"><li>A commitment to safeguarding and promoting the welfare of children and young people</li></ul>	<b>A, I, T</b>
<ul style="list-style-type: none"><li>Excellent communication skills, verbal and written</li></ul>	<b>A, I, T</b>
<ul style="list-style-type: none"><li>Relevant qualification, e.g. social work qualification, teaching qualification, or equivalent professional qualifications or experience</li></ul>	<b>A, D, I</b>
<ul style="list-style-type: none"><li>Ability to travel throughout Warwickshire and other areas when required</li></ul>	<b>A, D, I</b>
<ul style="list-style-type: none"><li>Satisfactory check through the Disclosure and Barring Service.</li></ul>	<b>D</b>

#### Desirable Criteria

Assessed By:

<ul style="list-style-type: none"><li>Experience of working within an education setting</li></ul>	<b>A, I, D</b>
<ul style="list-style-type: none"><li>Experience of working with legislation affecting school attendance</li></ul>	<b>A, I, D</b>
<ul style="list-style-type: none"><li>Experience of working with families experiencing crisis</li></ul>	<b>A, I, D</b>
<ul style="list-style-type: none"><li>Awareness of current national agendas such as Early Help, Prevent Agenda, all areas of Child Criminalisation, FGM and Forced Marriage</li></ul>	<b>A, I</b>
<ul style="list-style-type: none"><li>Experience of working within a challenging or demanding environment</li></ul>	<b>A, I, D</b>

We are committed to Safeguarding and promoting the welfare of all those we serve, as well as complying with best practice in the application of safeguarding. Therefore, as this role requires

## Job Description

working with Children or Vulnerable Adults a Criminal Records Bureau (CRB) Disclosure will be required as part of the pre-employment checking process, and rechecking will be required as and when determined by the relevant policy

### Section D: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

#### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

#### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)

## Job Description

<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	