

Job Description

For Positions within Education

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:	Assistant Education Entitlement Team Coordinator (Alternative Provision)	JEID	L0505
Salary Grade:	J		
Organisation / School:	Access to Education		
Primary Location:	Shire Hall		
Political Restriction	This position politically is not restricted.		
Responsible to:	Strategy Manager for Vulnerable Learners		
Responsible for:	Education Entitlement Team Learning Mentor		

Role Purpose

To act as a bridge between the Learning Mentors and EET coordinators, working with schools, parents and alternative provisions.

To ensure placements are co-ordinated focusing on timely access, daily attendance monitoring, removing barriers to inclusion and supporting children to thrive.

Role Responsibilities

- To ensure all vulnerable students receive their education entitlement in line with the agreed protocols and legal requirements.
- To provide immediate responses for children requiring their education entitlement.
- To contribute to the case management discussions and placement decisions through relevant meetings.
- To support and challenge all colleagues to ensure that Managed Moves and Off-Site Directions are supported equitably and in line with the agreed procedures and protocols to ensure consistency in approach to managed moves across all organisations.
- To monitor the placements of identified students.
- To monitor the quality of alternative provision, working with stakeholders to ensure an appropriately broad, balanced, relevant and personalised curriculum is available to all pupils, particularly those with identified needs.
- To plan and coordinate effective support and intervention to ensure all pupils reach or exceed their potential in Alternative Provision.
- To lead the way as an outstanding practitioner delivering relevant training where appropriate.
- To work with Education Entitlement Team and SENDAR to oversee the Quality Assurance cycle for

- Alternative Provisions and contribute to the update of the Alternative Provision framework annually.
- To develop and maintain appropriate partnerships with key stakeholders e.g. Schools, Alternative Provisions, Special Educational Needs and Disabilities and Review Service (SENDAR), Specialist Teaching Service, Learning Mentors, Significant Adults, Children's Services, Youth Justice, Police and Colleges.
- To implement Warwickshire County Council WCC and Education Entitlement Team policies and procedures
- To ensure that health and safety policies and practices including risk assessments throughout the Alternative Provisions are in line with national requirements and updated where necessary liaising with the Alternative Provision Commissioning officer.
- Ensure the maintenance of accurate and up to date information concerning Education Entitlement Team work using Synergy (the main recording system used by Education Services.).
- Manage cases referred into the area, assessing need and assisting coordinators to allocate Learning Mentors.
- Work in partnership with schools and settings to fulfil statutory responsibilities.
- Ensuring Safeguarding responsibilities are carried out in line with Keeping Children Safe in Education and Warwickshire Safeguarding Childrens Board Safeguarding policy and procedures.
- Deputise for the Education Entitlement Team coordinators when required

Section B: 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:

Level 4 qualification or equivalent	A, D
Experience of direct work with children and young people with Social, Emotional and Mental Health Needs, including those at risk of exclusion or not accessing full-time education.	A, I
Knowledge and understanding of education entitlement, alternative provision, managed moves, off-site directions, and relevant legal frameworks, including how to apply these consistently across different settings.	A, I
Ability to lead, coordinate and monitor interventions for pupils in alternative provision to ensure a broad, balanced and personalised curriculum that enables them to meet or exceed their potential.	A, I,
Demonstrated capacity to contribute effectively to case management, placement decisions and quality assurance processes through relevant meetings and recording systems.	A, I
Strong organisational and operational management skills, including the ability to respond immediately to emerging needs, allocate resources effectively, and manage caseloads across a geographical area.	A, I, P
Excellent verbal, written and presentation skills, with the ability to build relationships and communicate effectively with a wide range of stakeholders including schools, alternative providers, services and senior leaders.	A, I
Ability to constructively challenge and support schools/settings in line with agreed policies and protocols, especially around managed moves and off-site directions.	A, I

Demonstrated commitment to safeguarding children and young people in line with national guidance and local procedures.	A, I
Experience of working in partnership with a range of agencies to support vulnerable learners and improve outcomes.	A, I
Commitment to continuous professional development, sharing good practice and contributing to the effectiveness of a wider specialist team.	
Ability to use digital recording systems (e.g., Synergy or similar) to maintain accurate and timely records of casework and provision quality assurance.	
Ability and willingness to travel effectively across the county. Reasonable adjustments will be made for disabled applicants.	

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 working with Children and Vulnerable Adults an enhanced DBS 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 C: 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 checked="" 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 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 checked="" 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)
<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):	