

## Job Description

### Children Missing Education Coordinator

Job Details	
<b>Grade</b>	GR4 *(consultation grade - subject to formal evaluation under the Pay Equity Review)
<b>Job Number</b>	
<b>Job Evaluation Number</b>	
<b>Number of Posts</b>	2
<b>Directorate</b>	Children and Families
<b>Division</b>	Thriving Children and Families
<b>Department</b>	Children Out of Sight & Children Missing Education
<b>Service Area</b>	Children Out of Sight & Children Missing Education
<b>Reporting to</b>	CME Team Manager
<b>Job Owner</b>	Judith Deeks
<b>Date Created</b>	3 Apr 2024
<b>Job Approver</b>	Gurjit Dhanjal
<b>Date Approved</b>	9 Jul 2024

#### 1.0 Portfolio Responsibilities

Coordinating service activity to locate (identify) all statutory school-aged children. To contribute towards system planning and review for current CME policy and procedures. To support with quality assurance and compliance with city council safeguarding policies and existing corporate procedures.

#### 2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

Contributing towards the monitoring and review of the CME profile ensuring referral pathways are

appropriate and fit for purpose.
Supervising CME officers ensuring tracking of children missing from education.
Supporting and assisting the CME team manager with the development of strategic information sharing agreements with key CME stakeholder agencies.
Supervising activities on the school to school (S2S - Lost Pupil) national database ensuring prompt response and compliance.
Monitoring and analysing CME case data and reporting to the CME team manager on case numbers, outcomes, trends and emerging issues.
Allocating and supervising CME casework to reflect a systematic approach to locating vulnerable children and young people.
Supervising complex cases where there are cross cutting issues which require a joint approach to identifying solutions.
Providing accurate and helpful advice to CME Officers in cases of complex needs, escalation, and safeguarding matters.
Providing targeted advice and guidance to schools and external agencies on processes and procedures to follow when reporting a pupil 'missing education'.
Co-ordinating and conducting home visits when necessary, in order to locate vulnerable pupils not registered at school.
Receiving escalation cases for discussion with managers to ensure prompt and considerate action with matters of safeguarding.
Participating in regional activities pertaining to out of sight vulnerable children.
Being proactive in supporting working partnerships across out of sight related services, internal council directorates, and external agencies.
Participating in wider Internal out of sight service meetings and contribute towards developing a collective corporate vision.
Raising awareness of CME by disseminating and delivering CME service training to all partners, stakeholders and agencies with the CME team manager.
Encouraging equality of opportunity, diversity and inclusion in service delivery.
Demonstrating a willingness to undertake professional development within the scope of the post and the directorate.

Undertaking any other duties that may be necessary to fulfil the role and are commensurate with the grade.

### 3.0 Management Responsibilities (excludes those who are INDIRECTLY supervised i.e., through others)

Post Title	Grade	Number of Posts
Children Missing Education Officer	3	6

### Special Conditions

Is Safeguarding Check needed?	DBS Enhanced Children
-------------------------------	-----------------------

### Person Specification

#### Essential Criteria

Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation		
Qualifications	AF/Q	Possess a good standard of education- GCSE 9-4 grade in mathematics and English language (or equivalent)
Knowledge		Have an understanding of Section 436A of the Education Act 1996
Experience	AF/I	Demonstrate significant experience of providing information, advice or guidance in a call centre or similar environment
Experience	AF/I	Demonstrate supervisory experience in a public service setting
Skills	AF/I	Recognise customers' needs and identify ways to improve

		services to meet these requirements through a collaborative approach.
Skills	I	Possess sound personal organisational skills, must include good timekeeping, particular attention to detail and a methodical approach
Skills	AF/I	Able to work in a pressurised environment, demonstrating resilience and using own initiative within a changing organisation.
Skills	I	Able to speak English at the level covered by Part 7 of the Immigration Act 2016
Skills	WBE	Possess effective communication and interpersonal skills, including the ability to communicate to a wide range of audiences.
Skills	AF/I	Possess written communication skills to draft briefing notes and detailed reports
Skills	AF/I	Demonstrate active listening, comprehension, and analytical skills to assist in identifying and advising on educational matters
Skills	AF/WBE	Demonstrate skills in analysing, presenting, manipulating, and collating relevant information.
Skills	AF/I	Possess proficient IT skills using Microsoft office standard packages.
Skills	I/P	Able to understand working knowledge of relevant policies and procedures in safeguarding children in an educational

		setting.
Skills	I/P	Possess an active professional curiosity.
Training	I	Have a willingness to undergo training/ development to carry out duties to the benefit of the organisation
Other	AF/P	Show an understanding of safeguarding principles and practices to support the local authority in safeguarding.
Other	I	Able to maintain strict security and confidentiality of client information.
Other	I	Possess a working knowledge of relevant City Council policies and government legislation

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

### Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full

employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.

Record and report any concerns or incidents.

**At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves. We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.**