

## ROLE DESCRIPTION

<b>Role description:</b>	Child Missing Education (CME) Enquiry Officer	
<b>Role profile family:</b>	Care	
<b>Role profile number and grade:</b>	CA06-2569	Grade F
<b>Number of posts:</b>	1 FTE	
<b>Service/Team:</b>	Targeted Education Service, Education Welfare Service	
<b>Reports to:</b>	Education Welfare Service Manager	

### Job Family overview

#### Care job family overview:

Support and assist the well-being of individuals and groups to assure their protection, security and development

- Safeguarding, protection and care
- Community, residential, day or field settings
- Ongoing risk/needs assessment of and advice for individuals/groups
- Specification of any non-council provision
- Individual or small group emphasis
- May involve personal care activities
- Likely to involve immediate response to client

### Service / Function Context

The Education and Skills directorate is dedicated to working in partnership with other agencies, developing effective ways to achieve the best outcomes for all pupils and students in Wiltshire.

The Targeted Education Service brings together a number of teams, all focused on promoting improved educational outcomes for learners who may be at risk of underachievement. Our focus is on:

Developing and delivering a Local Authority wide vision and strategy with the aim of raising overall standards and achievement to secure improved life chances for children and young people in Wiltshire.

Driving strategic leadership for improving outcomes for pupils across Wiltshire education settings.

Driving improvement through all teams, both within the Council and external to the Council to achieve the best possible outcomes for pupils in Wiltshire.

Providing high quality and effective services including Behaviour Support, the Virtual School, Ethnic Minority Traveller Achievement Service, Medical Needs Education and Reintegration Service, Educational Welfare, Alternative Provision, and their interface with schools.

Securing best value from funding, including the High-Needs Block Funding and pupil premium whilst ensuring good outcomes for all children.

## Job Purpose

Responding to notifications from schools and other professionals with regard to children missing from education (CME) and children absent from education (CAFE), to review paperwork in connection with schools' notification of CME and CAFE and have oversight of the progression of cases where there is evidence of CME and CAFÉ. To ensure the Local Authority is meeting statutory obligations in regard to CME and REP and to work collaboratively with schools and professionals to support compliance with legislation and statutory guidance.

Specific duties and responsibilities include:

- Responding to enquiries from schools and other professionals with regard to CME, CAFE and, Reduced Educational Provision (REP) liaising with Education Welfare Officers, pupil tracking officers, SEND Lead workers and other professionals as appropriate.
- Receiving and scrutinising paperwork in connection with schools' notification of CME and REP to ensure all appropriate documentation has been provided.
- Making contact with schools where documentation is missing or incomplete and support them to submit the correct information.
- Reviewing all known CAFÉ and REP cases and providing direct robust challenge and support to schools where cases have been open for longer than DfE recommendations.
- Providing information to Education Welfare Officers for escalation where cases are stuck or have been open for a significant period of time and referring to relevant council panels including s19 enquiry panel and YES panel.
- Ensuring that all CME cases are reviewed regularly, and checks are repeated to establish where the pupil is.
- Preparing and presenting enquiries about missing children to the Home Office and/or Border Control where pupils are known to have moved overseas but a destination is unknown.
- Having contact with Embassies and education establishments overseas in regard to CME enquiries.
- Maintaining accurate records within an integrated case management system.
- Providing reports, collation, and analysis of data for management and performance monitoring purposes.
- To be conversant with any changes in legislation and guidance relating to CME/REP and contribute to ensuring procedures and processes are in line with any changes in legislation.
- Attending and contributing to a regional CME forum to inform practice and make recommendations for improvements in process.
- Collation of CME data for statutory CME census submission ensuring accuracy of information provided to DfE.

**Working within a legislative framework**

- Operating within relevant policy, legal, ethical and professional boundaries when working with children and families.
- Effectively delivering all statutory requirements.
- Following local practice standards and protocols.

**Supervision and continual development**

- Actively engaging in individual and group supervision and embed learning in practice.
- Maintaining up to date knowledge and skills as required by the role.
- Participating in appraisal and team meetings and contribute to individual and team development.

Specific requirements for this post:

**Person Specification**

Specific qualifications, knowledge, and skills required for this role:

**Essential**

- Educated to A level.
- Experience of working with professionals and members of the public.
- Experience of working with schools and education settings.
- Using IT to prepare or collate or produce reports to service standard requirements, record and extract information from a case management system.
- A practical understanding of the legislation and statutory guidance relating to school attendance and children missing from education affecting children, parents/carers and education settings.
- Demonstrate excellent verbal, written and presentational communication skills in both formal and informal settings with government agencies, education settings as well as a range of other professionals.
- Ability to develop good working relationships with a range of professionals.
- Demonstrate excellent time management skills to meet strict deadlines.
- Ability to effectively prioritise workload.
- Ability to be diplomatic and to resolve conflict.
- Ability to work accurately and calmly under pressure.
- Good team player.
- Ability to work independently and to use own initiative.

**Desirable**

- Experience of working in an education setting or work related to children and families.
- IT qualification.
- Multi-agency, multi-disciplinary work.
- Up to date knowledge of education law in relation to absence from school and children missing from education.

<b>Career graded posts</b>
This post does not form part of a career grade.

## Supporting information

<b>Driving classification</b>	
<p><b>Occasional driver</b> A valid UK driving licence is not required. Occasionally may need to travel to different locations in order to undertake the duties of the role.</p> <p><input type="checkbox"/></p>	<input type="checkbox"/>
<p><b>Regular Driver</b> Must hold a valid UK driving licence and have access to either their own car or a pool car in order to undertake the duties of the role, unless other forms of transport are available and viable to perform the role, including public transport, or unless a reasonable adjustment has been agreed.</p> <p><input checked="" type="checkbox"/></p>	<input checked="" type="checkbox"/>
<p><b>Required Driver</b> Must hold a valid UK driving licence and will drive a vehicle supplied by the Council in order to undertake the duties of the role.</p> <p><input type="checkbox"/></p> <p>Employees should refer to the Corporate Driving at Work policy for further information.</p>	<input type="checkbox"/>

<b>Driving trigger points</b>			
The trigger points set out below, regarding driving licence points and at-fault accidents, apply to all staff who drive on council business.			
Trigger Points	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action	
Points on driving licence	6	9	
Trigger Points	Discussion and advice on expected driving standards	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action
At fault accidents within a two-year period (whether work or personal)	1	2	3
Job applicants who drive must have 9 or less points on their driving licence, and must have less than 4 at fault accidents within a two-year period. If they meet the trigger points, they will be subject to the actions outlined in the table above.			
If holding a valid licence, occasional drivers will need to declare penalty points and no-fault accidents as requested. Depending on the role, decisions as to whether this might either affect appointment or require corrective driver training, will be made case by case.			

Political restriction	
This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election as a member of parliament, as an MEP, as a member of the Scottish or Welsh Parliaments, or be a local councillor. The job holder is furthermore not permitted to canvass on behalf of a political party or a person who is already, or who seeks to be, a candidate. In addition, they may not speak to the public or publish any written or artistic work that could give the impression they are advocating support for a political party.	<input type="checkbox"/>
This role is not politically restricted	<input checked="" type="checkbox"/>

Professional fees and related occupational costs	
As part of this role, or to support professional development, the job holder is required to be a member of a professional body or association. The job holder is responsible for payment of all professional fees, memberships, registrations or subscriptions and no reimbursement or contribution towards these will be provided by the council	<input type="checkbox"/>
This role does not have any professional or occupational membership requirements	<input checked="" type="checkbox"/>

Clearances – Disclosure & Barring Service (DBS)	
This role will be engaged in ‘regulated activity’ providing specific services relating to children or vulnerable adults and is subject to a Disclosure from the Disclosure and Barring Service.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an <b>Enhanced</b> DBS check before appointment can be confirmed.	<input checked="" type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require a <b>Standard</b> DBS check	<input type="checkbox"/>
The role requires a <b>Basic</b> DBS check to check for convictions and cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974.	<input type="checkbox"/>
This role is not subject to a Disclosure from the Disclosure and Barring Service in order to undertake the duties of the role.	<input type="checkbox"/>

Clearances – Baseline Personnel Security Standard (BPSS)	
This role requires access to the GCSX network and is subject to a BPSS check	<input checked="" type="checkbox"/>
This role is not subject to a BPSS check	<input type="checkbox"/>

<b>Clearances – Non-Police Personnel Vetting (NPPV)</b>	
<p>This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at <b>level 2*</b>. (*regular access to police premises and police information, intelligence and financial or operational assets. Occasional access to those deemed 'secret').</p>	<input type="checkbox"/>
<p>This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at <b>level 3*</b>(*regular unsupervised access to police premises and/or access to police information and/or information systems and/or hard copy material either on police premises or by remote access up to "secret" level. A level 3 includes a check on you, your spouse/partner, co-residents, and all family members).</p>	<input type="checkbox"/>
<p>This role is not subject to a NPPV check</p>	<input checked="" type="checkbox"/>

<b>Safeguarding</b>	
<p>For all roles within Children's Services. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.</p>	<input checked="" type="checkbox"/>
<p>For all roles within Adult Social Services. Wiltshire Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults' procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council's agreed interagency safeguarding adults' procedures will be followed, alongside implementation of the council's disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.</p>	<input type="checkbox"/>
<p>For all other roles within the council. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.</p>	<input type="checkbox"/>