

Job Description

Job Title	Pupil Tracking Officer Children Missing Education (CME)
Directorate	Children and Young People's Service
Service Area	Education Partnerships
Grade	7
Competency Level	Level 2
Salary	£42,123 - £47,665
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Enhanced (Child Barred List with Child Workforce)
Job Evaluation Ref No	

Job Purpose

To support the Local Authority in fulfilling its duties under Section 436A of the Education Act 1996 to identify, locate and support children missing education. To manage a caseload of children referred to the CME team requiring investigation in line with local authority policies and procedures and national statutory guidance.

Directly Responsible For:

Ensuring all pupils moving into or out of educational establishments within the city are identified, tracked and reengaged in schools or other suitable provision.

Directly Responsible To:

Statutory School Attendance Service Manager.

Main Areas of Responsibility

- To undertake tracking investigations in respect of children who have left the authority with no educational provision in place
- To undertake tracking investigations in respect of children who have moved into the authority/moved within the authority/already resident in the authority with no educational provision in place
- Ensure children identified as CME are assisted into suitable full-time education in accordance with sections 7 and 436A of the Education Act 1996
- Maintain accurate records of CME enquiries, investigations, outcomes and follow-up activity in accordance with statutory guidance
- To undertake home visits and direct family engagement where appropriate, to establish children's whereabouts and educational status
- To ensure that CME practice and procedures meet all safeguarding requirements
- To foster good relationships with CME children and their parents to promote engagement and ensure they are consulted and involved in decision making
- Undertake targeted work with vulnerable cohorts at increased risk of becoming children missing education
- To support the initiation of legal interventions in respect of School Attendance Orders

- Foster excellent working relationships with schools, relevant agencies, and cross border cooperation in respect of CME enquiries/investigations
- Prepare for and participate in regular supervisions to ensure case progression
- Provide advice, support and challenge to schools and colleagues with regard to children being removed from a school roll
- To embed within LA practice and procedures all revisions to statutory requirements/guidance for CME
- To produce reports and data at the request of the Service Manager and Senior Managers
- To represent CME and EHE at the LA In Year Fair Access Panel (IYFAP) presenting referrals, contributing to decision processes, and monitoring outcomes
- To undertake any direct casework associated with children/families requiring access to appropriate education within the community
- To undertake additional duties commensurate with the post

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- Business travel - related to working with families in their home environment

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 2.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to



carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Educated to degree level or equivalent (A/I)
- Evidence of continuing professional development in a Children's Services related area (A/I)

Desirable

- Evidence of training in Children Missing Education, School Attendance, Elective Home Education and safeguarding

Experience

Essential

- Experience of case management involving vulnerable children and families (A,I)
- Experience of multi-agency working (A,I)
- Experience of safeguarding practice and referral processes (A,I)
- Experience of applying education legislation and statutory guidance (A,I)
- Experience of working with, managing and maintaining a database (A,I)
- Experience of developing effective tracking and monitoring systems (A,I)

Desirable

- Experience of working in an educational setting or services for children & families
- Experience of conducting investigations and gathering evidence

Skills/Abilities

Essential

- Ability to work in a multi-agency context (A,I)
- Ability to manage and maintain work within an MIS system (A,I)
- Ability to interpret data and run up to date reports on request (A,I)
- Ability to communicate effectively both verbally and in writing (A,I)
- Ability to make operational decisions and use initiative (A,I)
- Knowledge of Children Missing Education statutory guidance (A,I)
- Knowledge of School Attendance (Pupil Registration) (England) Regulations 2024 (A,I)
- Knowledge of the DfE Working Together to Improve School Attendance (A,I)
- Understanding of the safeguarding risks associated with children missing education and ability to identify and escalate concerns appropriately (A,I)

Desirable

- The ability to seek out / develop innovative practice
- Developed analytical skills

Commitment

Essential

- A commitment to continuous professional development and best practice

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- This post is subject to an Enhanced Disclosure and Barring Service (DBS)

Desirable

- Flexibility to work outside of normal hours when required
- Full UK driving licence and access to a vehicle