

## Job Description

<b>Job Title</b>	Section 19 Officer
<b>Directorate</b>	Children's and Young People's Services
<b>Service Area</b>	Education - SEND and Inclusion
<b>Grade</b>	7
<b>Competency Level</b>	1
<b>Salary</b>	£40,777 to £46,142
<b>Job Type</b>	Hybrid
<b>Location</b>	City Wide
<b>Disclosure and barring service (DBS)</b>	Enhanced DBS
<b>Job Evaluation Ref No</b>	A8914

## Job Purpose

As a member of the Section 19 Team, the purpose of the job is to work collaboratively with families and professionals to arrange suitable education for permanently excluded pupils, and for other pupils who – because of illness or other reasons – would not receive suitable education without such arrangements being made.

## Directly Responsible For:

Not applicable.

## Directly Responsible To:

Section 19 Manager

## Main Areas of Responsibility:

### MAIN AREAS OF RESPONSIBILITY:

- Arrange suitable education for permanently excluded pupils and those medically unable to attend school
- To ensure that all statutory timescales are met, particularly in relation to Section 19 duty
- Rigorously monitor attendance and progress of pupils accessing Section 19 education provision to ensure the best possible outcomes for them
- To liaise with and provide good quality advice to school staff, colleagues in Children's Services, and partner agencies to ensure that children's needs are effectively met where behaviour or illness are impacting on education
- To ensure children, young people and their families are at the centre of all planning and decisions
- Ensure that parents of permanently excluded pupils are provided with information regarding how they can make representations at exclusion review meetings as well as advising of the next steps for continued access to education provision
- To represent the Local Authority at permanent exclusion Governing Body meetings and at Independent Reviews Panels (IRP) to ensure that statutory regulations and guidance are followed

- To follow up the results of all IRPs to ensure compliance with decisions and to provide support and challenge to schools and governing bodies
- To apply the highest possible standards to customer care in relation to all service users
- Gather information and present cases to decision-making panels for approval.
- Adhere to commissioning processes, Best Value principles, and Contract Standing Orders, when arranging provision
- To liaise closely with Finance/Business Support/Transport colleagues to ensure they have up to date information on pupil placements and costs
- Assist schools in implementing early interventions to prevent exclusions or absence due to illness
- Work to reintegrate children into mainstream education as soon as circumstances permit
- Address complaints, comments, and Local Government Ombudsman investigations
- Maintain case management accurate records
- To deputise for line manager, as required
- To keep up to date with all changes in relevant legislation, and related regulations and guidance
- To contribute towards the development of policy and procedures in relevant areas of the Service's work
- To advise parents and professionals on all aspects relating to alternative provision
- Attend 'Team around the School' meetings (or similar) to support schools with the inclusion of children through early intervention, strategies and effective signposting
- To make sure the appropriate referrals to support services are undertaken including transport requests, family help, social care, Prevent, Targeted

services and health referrals (Neurodiversity pathways, Mental health assessments and support)

- Co-ordination and leading of a multi-agency response to support the holistic needs of pupils and families including undertaking detailed family help assessments. Working collaboratively with SEND caseworkers, Virtual schools, social workers, family support, CAMHS and schools from Liverpool and other Local Authorities
- Initiating legal action for non-engagement with education including taking preliminary steps and issuing formal communication as a precursor to a School Attendance Order
- Create bespoke education packages including the quality assurance, safeguarding and monitoring of these to ensure they continue to meet the needs of the individual pupils
- Gathering information and writing reports for individual pupils to be presented to the Fair Access Panel and following up the outcomes of this to ensure swift admission to the identified school. Engaging with schools to arrange and attend admission meetings and plan transition packages where necessary.
- Leading on the regular quality assurance meetings with our commissioned services (AP) to ensure robust scrutiny and challenge when required
- Conducting home visits to families and school visits across the city as required
- Undertaking annual quality assurance monitoring visits to alternative provisions to ensure that they are compliant with statutory regulations
- When a pupil is education in the community and not on a school roll taking full accountability for their education provision and safeguarding in line with a schools legal duties
- Identifying new education providers and ensuring that they meet the required standards and access appropriate onboarding processes prior to commissioning arrangements commencing

- To attend relevant education, health or social care meetings (such as, Looked After Child (LAC) review, or Education, Health and Care Plan (EHCP) review, as required
- Maintaining comprehensive data spreadsheets that that are used for the purpose of performance monitoring and extraction of information for report writing
- To assist in the co-ordination and preparation of national and local data
- To adhere to the Council's policies and procedures on confidentiality and the management and sharing of information
- To operate safely with regard to the Council's health and safety policies, procedures and safer working practices. To be responsible for your own Health and Safety and that of other employees
- To undertake any other professional duties which fall within the remit of the post as identified by Team Manager or the Head of Service

## **Supervision and Management Responsibility:**

- None

## **Budget and Financial Responsibility:**

- Contribution to the monitoring of the team budget including requests for PO and oversight on invoicing as well as ensuring that relevant information is shared with the budget holder to ensure sufficient forecasting in order to make sure we stay within the team allocated budget
- 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:

- This post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs

## Corporate Responsibility:

- Contributing 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 1**.

[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.

# Personal Specification

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

## Qualification and training

### Essential

- Minimum level 3 qualifications in a relevant discipline (A)
- Evidence of continuing professional development in a Children's Services related area (A/I)

### Desirable

- Specific degree or professional designation or certification in a relevant discipline (e.g., education / social care)
- Knowledge of relevant guidance and good practice in relation SEND and an understanding of the impact of unmet SEND needs on a pupil's education journey/experience

## Experience

### Essential

- Recent experience of working with families for a school, local authority or similar (A/I)
- Experience of working in partnership with other agencies to achieve positive outcomes for children and young people (A/I)



- Working experience and knowledge of exclusions and alternative provision law and guidance (A/I)
- Experience of developing and maintaining positive and supportive relationships with children & young people, and their families, who may be difficult to engage, present challenging behaviours or who are resistant to support (A/I)

### **Desirable**

- Proven expertise in handling casework, with a track record of providing comprehensive support to families and navigating legal challenges adeptly
- Experience of developing, monitoring and reviewing person-centred plans with a focus on positive engagement in education

## **Skills/Abilities**

### **Essential**

- Strong time management skills and the ability to maintain quality and focus under pressure (A/I)
- To be able to problem solve and work with others to resolve difficulties or differences in opinion so that positive working relationships with colleagues are maintained (A/I)
- Highly numerate and literate with a proven ability to create professional documents and reports incorporating precise and accurate data (A/I)
- Proficient in the use of IT (A/I)

### **Desirable**

- Mediation and negotiation skills

- Have a clear understanding of the data protection principles (GDPR) and how to apply these principles within work and when handling personal or sensitive data

## Commitment

### Desirable

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

## Other

### Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level
- Post holder must have a full driving license, business insurance and access to a car daily in order to undertake their duties

