

JOB PROFILE: Area Lead for Children Not in School - CNiS

1. THE JOB:

Job Title: *Children Not in School Lead East/ West* **Reports to:** *Children Not in School Service Manager*

Grade: *UPSR+TLR1+SEN Allowance*

Service: *Inclusion and Participation*

2. JOB PURPOSE:

Line Managed by the Children Not in School Service Manager, the Children Not in School Lead (CNiS) will be directly responsible for the line management of the AP/EOTAS Quality Assurance Manager and a team of Elective Home Education Officers. The postholder will also support the matrix managing of staff to develop the practice, assessment and review of children and young people accessing alternative support programmes.

The post holder will support the delivery of services that improve outcomes for pupils referred to access alternative provision and work with services to assure the quality and range of provision available to children and young people.

The post holder will provide leadership in the delivery of the Council's statutory duties around Elective Home Education and will closely work with schools and services to develop practice to ensure children who are Electively Home Educated receive a suitable, full-time education

The post holder will support and contribute to the Council's practice development in monitoring and managing those children identified as "Children Not in School" The postholder will be responsible for the development and the maintenance of processes to support decision making and the quality assurance of information presented to decision making panel. The postholder will support the Council in meeting all aspects of its Section 19 duties.

3. PRINCIPAL ACCOUNTABILITIES:

1. To manage the AP/EOTAS Quality Manager and support the matrix management of staff to provide suitable packages of support for children not in school.
2. To develop and deliver the Alternative Provision decision making panel. Decision will be made with the underpinning principle that children and young people should be supported to access their school placement as soon as possible
3. To support the development of practice of decision making Panels related to Children Missing Education and Children unfit to attend school because of medical needs
4. To manage a team of Elective Home Education Officers
5. To provide leadership in the delivery of the Council's statutory duties around Elective Home Education

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6. To support the oversight of children accessing A2E, alternative provision and also cohorts identified as being “Children Not in School”
7. To ensure that Quality Assurance systems are robust
8. To understand, uphold and have regard for the requirements to safeguard and promote the welfare of pupils
9. To support the development of a widening provision offer being made to Children Not in School ensuring that the Council meets its statutory Section 19 Duties

PERSON SPECIFICATION

QUALIFICATIONS
<ul style="list-style-type: none">• Degree/ HNC or equivalent, or substantial relevant experience in a relevant subject.• Qualified teacher status
EXPERIENCE
<ul style="list-style-type: none">• At least 5 years teaching experience.• Experience of leadership and management in an education setting• Experience of motivating and developing teams• Experience of developing effective partnership working• Experience of devising programmes of study for disengaged young people and those with learning needs• Experience of developing quality assurance standards for individual packages of support for children and young people accessing alternative provision• Experience of applying safeguarding principles to individual packages of support
KNOWLEDGE AND UNDERSTANDING
<p>May be required legislatively to maintain a professional qualification or competency.</p> <p>Excellent understanding of subject matter, principles and practices relevant to technical area.</p> <p>Extensive knowledge of principles, practices, and procedures relating to operational planning and financial management.</p>
SKILLS AND ABILITIES
<p>Competent in a range of IT tools</p> <p>Ability to collate, monitor and interpret a range of data.</p>

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Proven ability to establish and maintain highly effective working relationships with a range of stakeholders.

Comprehensive knowledge of operational business systems.

Proven written and oral communication with the ability to influence and work in collaboration with others.

Substantial practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public.

Ability to understand, meet and exceed customer expectations.

Proven problem solving skills with the capacity to devise and implement innovative solutions.

OTHER FACTORS

BM Reference: TBM-2022-003