

Role Profile

Part A - Grade & Structure Information

Job Family Code	10CLES	Role Title	Court Presentation Officer
Grade	PS10	Reports to (role title)	Area Inclusion Manager (South West)
JE Band	PS10	Directorate / School	Children, Schools and Learning
Date Role Profile was created		Service / Department	Vulnerable Learners
Agile	Community	DBS Requirement	Not Required

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	To manage the Court Presentation Team to ensure effective delivery of statutory services countywide, ensuring effective and efficient deployment of resources in consultation with the Area Inclusion Managers, with effective monitoring. To act as the prosecutor and presenting officer at Magistrates' Courts for the Local Authority in matters relating to school attendance in line with the statutory requirements. To assist in the training of Inclusion staff, and to offer advice and support on a daily basis to Inclusion Officers, working in the Magistrates Court on matters relating to the processes and procedures that ensure successful prosecution. The role holder will be responsible for the application and service of summonses relating to school attendance. They will ensure that accurate and up to date records are provided to satisfy the DFE and LA requirements, maintaining detailed records of all work undertaken within expected timescales. The role holder will promote and develop effective liaison with key court staff including the provision of regular training sessions for Magistrates in consultation with court personnel. The role holder will work collaboratively with all members of Education, Lifelong Learning and Culture, Service Managers, schools (including those in other authorities, external agencies, members and other teams within Surrey County Council).
Work Context	The role holder will be in continual contact with Inclusion Staff countywide, ensuring that the correct processes relating to court and prosecution procedures are adhered to. They will be advising staff on rules of evidence, checking draft statements and evidence being produced and providing feedback to line managers where training issues are apparent. The role holder will oversee all cases which are to be heard at Magistrates Courts. In conjunction with the Assistant Court Presentation Officer, they will prepare and present at Magistrates Courts and provide appropriate responses to challenges by defendants, their legal representatives and Magistrates. In conjunction with the Assistant Court Presentation Officer, they will deliver training and support to all Inclusion staff on the court processes and the rules of evidence in accordance with the relevant, current legislation. They will ensure that Inclusion Officers are properly prepared when required to give evidence in Court. They will undertake interviews with parents to satisfy the requirements of Section 444 (1A) Education Act 1996 and the Police and Criminal Evidence Act 1984; and provide advice to other personnel including Area team members, schools and REMA (Traveller Education Support Service).
Line management responsibility if applicable	Management of the countywide Court Presentation Team including the Assistant Court Presentation Officer and two administration staff.
Budget responsibility if applicable	Manage team budget made up of income and expenditure

Representative Accountabilities Typical accountabilities in roles at this level in this job family	Planning & Organising • Implement countywide strategies and support the development of long term planning. • Lead projects and reviews within a technical area of work to support and enhance service delivery. • Plan workloads and secure resources to enable the team/s to achieve a quality service. Policy & Compliance • Provide technical advice and recommendations within defined policy and procedures to ensure compliance with relevant legislation, policies and industry standards. • Maintain, develop and review systems, processes, procedures and working methods to maximise service delivery, quality, efficiency and compliance. Work with others • May manage a team operating in a specialist area or oversee the delivery of a range of support services to a service or function. • Liaise, communicate and build relationships with other internal departments, parents, partner organisations, agencies and/or contractors to support and represent the team/service. • Monitor and support the performance management and development of team members to ensure that individual contributions are maximised. Resources • Assist with budget/resource/funding management in accordance with the organisation's policies and procedures. • May have delegated responsibility for a budget(s). Analysis, Reporting & Documentation • Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making. • Analyse and make recommendations for improvement or development of existing systems, processes or policy. Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To be responsible for ensuring health & safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area. The Core National Standards for Supporting Teaching & Learning: To understand and carry out role in line with agreed standards, expectations & qualifications. Contribute to and influence children's learning and personal development. To have regard to and comply with safeguarding policy and procedures.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Degree/ HNC or equivalent, or substantial relevant experience in a relevant subject. • May require a specialist technical qualification or membership of an appropriate professional institution. • Previous experience working in related field. • Comprehensive understanding of subject matter, legislation, principles and practices relevant to the technical area. • Competent in a range of IT tools. • Previous management experience including staff supervision, development and organisational skills. • Proven ability to apply project management principles and techniques to manage a range of projects through to completion. • Proven ability to establish and maintain highly effective working relationships with a range of stakeholders. • Comprehensive knowledge of computerised business systems. • Significant practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Proven written and oral communication with the ability to influence and work in collaboration with others. • Ability to understand, meet and exceed customer expectations. • Proven problem solving skills, and the ability to exercise high levels of initiative to devise and implement workable solutions.

Details of the specific qualifications and/or experience if required for the role in line with the above description	• Evidence of continued professional, managerial and personal development. • Knowledge of relevant legislation in relation to the statutory requirement for school attendance and DFE guidance. • Knowledge of Court systems, processes and protocol, and of rules of evidence as specified in relevant Acts of Parliament including P.A.C.E. 1984. • Knowledge of current educational issues relating attendance and welfare. • A good standard of English and an ability to produce clear and concise reports and summaries of evidence. • Ability to undertake and use interviews recorded under the Police & Criminal Evidence Act 1984. • Ability to work under pressure and within given time scales. • Excellent organisational skills including time management. • Experience of working within a multi-agency setting. • Conversant by experience or knowledge of the court personnel, roles, responsibilities and protocols. • Extensive proven Education Welfare experience (or similar). • Understanding and commitment to equal opportunities and the ability to interpret the relevance in this role. • Commitment to professional development of the team and Service • Possession of a full UK driving licence and use of car with insurance for business purposes. • Enhanced DBS clearance.
Role Summary	Roles at this level typically lead and manage the work of a specialist team or they may hold a technically specialist professional role providing complex advice or managing specialist projects. They will use technical knowledge to audit or analyse situations and data to aid them in ensuring regulatory or technical compliance of others. They will work closely with a range of agencies and stakeholders to ensure delivery of agreed industry and service standards in a cost effective way. Forward planning could be for months ahead and the role will contribute to longer-term development.
To be completed by JE Coordinator	
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