



# Cumberland Council

## Post Specification

<b>Date</b>	<b>July 2023</b>
<b>PG Number</b>	<b>6315</b>
<b>Post Title</b>	<b>Access and Inclusion Officer</b>
<b>Job Family</b>	<b>Organisational Support</b>
<b>Job Family Role Profile</b>	<b>OS11</b>
<b>Final Grade</b>	<b>Grade 11</b>

To be read in conjunction with the job family role profile

<b>Service Area description</b>	
The Inclusion Service works with vulnerable children and young people to ensure their needs are adequately assessed and provision made enabling them to access learning and social opportunities which support them achieve their potential.	
<b>Purpose of this post</b>	
To meet the local authorities statutory duties in relation to school attendance, exclusion, children missing education and to promote inclusion of children in education.	
<b>Key job specific accountabilities</b>	
<ol style="list-style-type: none"><li>1. To fulfil the local authorities duties in enforcement action for poor attendance and to provide advice and support to schools and other agencies seeking to support positive attendance.</li><li>2. To fulfil the Council's obligations with regard to children missing education (CME) by identifying CME ensuring they are in contact with appropriate agencies and seeking an educational placement for them.</li><li>3. To fulfil the Council's obligations in relation to excluded pupils including providing advice to schools, governing bodies and attendance at disciplinary and appeal panels whilst promoting alternatives to exclusion.</li><li>4. To play a full part in the wider Area Inclusion Team including providing advice and linking to other agencies.</li><li>5. Where appropriate undertaking Early Help Assessments and participating in Early Help processes directly or through the provision of advice.</li></ol>	
<b>Please note annual targets will be discussed during the appraisal process</b>	
<b>Key facts and figures of the post</b>	
<b>Budget Responsibilities</b>	<ul style="list-style-type: none"><li>• None</li></ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"><li>• None</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>•</li></ul>
<b>Essential Criteria - Qualifications, knowledge, experience and expertise</b>	
<ul style="list-style-type: none"><li>• Degree qualification and/or relevant professional qualification</li><li>• Evidence of relevant ongoing professional development.</li><li>• Knowledge of the current legal requirements relevant to the role.</li><li>• Considerable experience of direct work with vulnerable children, young people and families.</li><li>• Considerable experience of work in a school and/or care setting.</li><li>• Knowledge of the current assessment arrangements for special educational needs and disabilities.</li></ul>	

- Ability to communicate clearly and effectively with a range of people including families in crisis.
- Strong relationship building skills and the ability to negotiate.
- Hold a full current driving licence.

**Disclosure and Barring Service – DBS Checks**

The DBS requirements for this post are:

- DBS Enhanced - Children's

**Job working circumstances**

<b>Emotional Demands</b>	<ul style="list-style-type: none"> <li>• Normal</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• Normal</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Normal</li> </ul>
<b>Other Factors</b>	
<ul style="list-style-type: none"> <li>•</li> </ul>	