



Cumberland Council

Post Specification

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

To be read in conjunction with the job family role profile

Service Area description	
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.	
Purpose of this post	
To meet the local authorities statutory duties in relation to school attendance, exclusion, children missing education and to promote inclusion of children in education.	
Key job specific accountabilities	
<ol style="list-style-type: none">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.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.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.4. To play a full part in the wider Area Inclusion Team including providing advice and linking to other agencies.5. Where appropriate undertaking Early Help Assessments and participating in Early Help processes directly or through the provision of advice.	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none">• None
Staff Management Responsibilities	<ul style="list-style-type: none">• None
Other	<ul style="list-style-type: none">•
Essential Criteria - Qualifications, knowledge, experience and expertise	
<ul style="list-style-type: none">• Degree qualification and/or relevant professional qualification• Evidence of relevant ongoing professional development.• Knowledge of the current legal requirements relevant to the role.• Considerable experience of direct work with vulnerable children, young people and families.	

- Considerable experience of work in a school and/or care setting.
- Knowledge of the current assessment arrangements for special educational needs and disabilities.
- 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

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