

# **Leeds City Council**

## **Job Description**

### **CORE VALUES, AMBITIONS AND GOALS**

As a Council, our Ambition is to be the best City Council in the UK.

Our behaviours will be influenced by our values of;

- Working as a Team for Leeds
- Being Open, Honest & Trusted
- Working with Communities
- Treating People Fairly
- Spending Money Wisely

### **Children & Families Directorate**

#### **Our Vision**

We want Leeds to be a Child Friendly City and are committed to ensuring that children and young people;

- are safe from harm
- do well at school and are ready for work
- choose healthy lifestyles
- have fun growing up, and
- are active citizens who feel they have voice and influence

#### **Our goals**

We believe that every Children's Services employee can make a contribution to make our vision a reality and we encouraged everyone to work as part of the directorate team to shape children and family centred local services based on our priorities of;

- helping children to live in safe and supportive families
- ensuring that we protect the most vulnerable
- encouraging activity and healthy eating
- improving support where there are additional health needs
- promoting sexual health
- readiness for school
- improving behaviour, attendance, and achievement
- reducing the numbers of young people who are not in employment, education, or training
- providing opportunities for play, leisure, culture, and sporting opportunities
- reducing youth crime and anti-social behaviour
- increasing participation, voice, and influence

**We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We promote diversity and want a workforce that reflects the population of Leeds.**

<b>Directorate</b>	Children & Families
<b>Service Area</b>	Learning Inclusion – Vulnerable Children, Exclusions
<b>Job Title</b>	Exclusion Lead Officer.
<b>Grade</b>	PO2
<b>Conditions Of service</b>	NJC
<b>Responsible To</b>	Children Missing Out on Education Lead
<b>Responsible For</b>	Staffing within exclusion's team

**Special Conditions** this post is subject to a higher level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

**Job Purpose:** The post holder will co-ordinate and improve practice at the interface between Learning Inclusion and associated partners in supporting the LA's statutory duties for exclusion in line with the best practice values of the Local Authority. Co-ordinating best practice across Learning Inclusion to support the prevention of exclusion in line the Leeds Local Authority values and ethos.

### **Responsibilities:**

Work closely with internal and external partners around exclusion practice and processes to ensure that they fulfil the LA's statutory duties for exclusion.

Facilitate and develop relationships with a range of services and agencies working with children, at risk of, or subject to exclusion, to deliver the best joined up service for children and young people.

Use data to inform, develop and enable practice improvement around exclusion monitoring and prevention.

Ensure that the 3A's strategy is embedded and evident, with particular regard to the exclusion of vulnerable cohorts and those who have additional needs.

Ensure the local authority remains compliant with practice and processes for exclusion.

Ensure the completion of integrated case audits.

Develop, maintain and monitor a robust reporting framework for exclusions.

Develop an appropriate range of data and performance indicators to undertake and support the writing of reports on the analysis of trends and thematic areas for returns as requested.

Respond effectively and efficiently to FOI requests in relation to exclusion.

Respond effectively and efficiently to internal and external parties in relation to information requests relating to exclusion.

Maintain, monitor and action requests directed to the exclusion information service contact email box.

Work with allocated commissioners (AIP) to monitor that children subject to permanent exclusion are supported with 6<sup>th</sup> day (or better) access to full-time suitable education to ensure that they fulfil the LA's statutory duties for exclusion.

Use skills and knowledge to effectively challenge and support other professionals and organisations around exclusion practice and processes to ensure children/young people are able to achieve the best outcomes.

Engage restoratively with services and agencies to ensure compliance with statutory and other functions/processes and reduce the impact of non-compliance on outcomes for learners.

Develop, lead and monitor the progress plan for the area of exclusions within the Learning Inclusion team.

Provide direct line management to support future staffing needs for the exclusion's team development as requested, providing regular supervision and case work management and termly plans.

Lead the development of best practice and training for exclusions across all teams and for external partners.

Provide support to the organisation of the SEMH Panel and ensure the education and care needs of young people presented are appropriately addressed and that key actions regarding exclusions support are delivered.

Develop and support the connection between internal and external partners to ensure there are robust and meaningful relationships that have a positive outcome on children and young people.

Facilitate appropriate challenge and support to schools, settings and partners in regard to children, at risk of or subject to exclusion.

Undertake the designated safeguarding role for the exclusion team.

Develop training packages for associated partners (both internal and external) in regard to exclusion guidance, support and advice.

Support the induction of any new staff to the exclusion team appropriate.

Participate in appraisal, training and development activities as necessary to ensure up to date knowledge and skills

Improve own practice through observation, evaluation, discussion with colleagues and CPD programmes.

To work collaboratively with colleagues, knowing when to seek help and advice.

Contribute to the overall ethos, work, and aims of the service by attending relevant meetings, training days/events as requested.

Be aware of and comply with Leeds City Council policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the values, standards and equal opportunities of Leeds City Council.

Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

The Council has adopted a flexibility protocol and this role will be expected to work within these parameters.

**Qualifications:** Diploma/degree/professional qualifications or Significant experience or recent, direct, and relevant experience in the field of exclusions support and guidance. Technical qualification and membership of relevant professional bodies (where relevant) and evidence of ongoing professional development.

## **PERSONAL SPECIFICATION**

**ESSENTIAL REQUIREMENTS:** It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

### **Skills Required**

Able to demonstrate impartiality and neutrality.

Able to work to tight and often conflicting deadlines.

Able to exercise discretion and confidentiality and have an empathetic approach to clients at times of stress.

Excellent verbal and written communication skills to build positive relationships with parents, children and other agencies.

Able to plan, evaluate and prioritise work with children and families and manage own workload.

Able to maintain accurate client records with attention to detail following policy and procedure.

Able to listen effectively on the phone, on-line and in person

Able to develop constructive working relationships with other services and agencies and to work as a member of a team.

Able to use qualitative and quantitative data from a range of sources to identify trends, themes and identify practice improvement opportunities.

Able to pass on vital information to line manager.

Able to anticipate issues, plan solutions and make informed decisions by being creative, innovative and forward thinking.

### **Knowledge Required**

Sound knowledge of DfE Guidance on Exclusions and the LA's statutory duties around exclusions.

Sound knowledge of how schools/settings and partners are required to meet their statutory duties to children and families in relation to exclusion.

An overview of The Children Act 2004, SEN and Disability Act 2001 and Disability Discrimination Code of Practice, Promoting the Education of Looked After and Previously Looked After Children, Working Together and current attendance guidance.

Sound knowledge of the principles of social inclusion and an understanding of the needs of vulnerable children and their families.

Of model restorative behaviours and demonstrate knowledge and expertise that will support and empower parents in their discussions with schools/academies and other agencies and thereby reduce the dependency culture.

An overview of the graduated response and statutory assessment processes.

An understanding of the Children's Services structure, area arrangements, locality clusters and area inclusion partnerships.

Understanding of IT systems including Microsoft Office, Internet and Email.

Demonstrate an understanding of the importance of confidentiality and the needs and wishes of individuals, families as appropriate and information governance/GDPR compliance requirements in practice.

Clear understanding of the Child Friendly City concept and the importance of the voice and influence of children and young people.

Of the local authority's safeguarding framework for children in need of help and protection and those who may need to come into the care of the local authority.

Working knowledge and understanding of Outcome Based Accountability (OBA) and Restorative Practice (RP).

### **Experience Required**

Significant, recent and relevant experience within the associated environment.

Of working across a range of computerised/database systems to record and monitor information.

Of carrying out exemplary case work and developing practice in others at individual and service level.

Of leadership and management of staff.

Of working with families in a variety of contexts.

Of restorative strategies to build positive relationships with parents/carers and with schools and other agencies.

Of analysis of data to inform reporting and development of practice and strategy to respond to identified service needs.

### **Behavioural & other Characteristics required**

Committed to continuous improvement.

Ability to understand and observe the council's equal opportunities policy.

To carry out all duties having regard to an employee's responsibility under the council's Health and Safety policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge and continuous professional development.

Commitment to Leeds City Council equal opportunities policies.

Promoting the aims and aspirations of the council.

Understand and embrace our values, behaviours and codes of conduct.

**DESIRABLE REQUIREMENTS:** It is desirable that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role. Candidates are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates.

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

### **Skills Required**

Ability to use creative thinking/solutions to engage with services and children and young people and families.

Ability to gather a range of information and data from a wide range of sources, services and settings/locations and presenting these in a consistent and coherent manner.

Ability to interpret and assess a wide range of data sources, qualitative and quantitative, to identify areas for practice improvement that deliver improved outcomes for children and young people.

### **Knowledge Required**

Of the statutory functions of the local authority in regard to Learning Inclusion i.e. SEND, Attendance, CME, EHE and children looked after.

Of statutory social care processes supporting children in need of help and protection and looked after children.

### **Experience Required**

Of working effectively in teams and promoting a 'can do' attitude within an environment.

Of continuous improvement and positive outcomes for children and young people.

Of working within services where conflict might arise or competing priorities can impact on relationships.

### **Behavioural & other Characteristics required**

Persistence and perseverance.

Empathy and understanding of the lived experiences of vulnerable children and their families.

To champion the rights of children to a full-time education that is suitable to meet their needs.

### **Job Description Content Prepared / Reviewed by:**

Name: Kelly Newby                      Designation Vulnerable Children Lead

Date May 2022

**Confirmation of Job Evaluation Undertaken**

**JE Ref 222020**