

Job description

Details of the job

Post title:	Tracking Officer (CME)
Salary Grade:	H
Hours:	37
Location:	One Angel Square
Reports to:	Inclusion Manager
Service area:	Education Directorate

Overall purpose of the post

1. To fulfil the Council's statutory duty in respect of tracking children who are missing from education (CME).
2. To contribute to the accurate compilation and dissemination of relevant data and actions related to the wider group of children missing education (CME).
3. To ensure effective communication regarding tracking and locating of CME between teams, schools and other statutory and non-statutory agencies.
4. To liaise with partner agencies.

Principal Responsibilities

1. To assess daily the circumstances of children who are specifically reported as missing from education (CME).
2. To investigate regularly and consistently all children missing education who are recorded on ONE database. This would include home visits.
3. To develop and produce caseload reports using data from ONE and Excel and discuss and agree actions to safeguard CME with the Inclusion Manager responsible for CME.
4. To ensure daily that all CME referrals from internal partners and external agencies are accurately scrutinised and the relevant action taken within the multi-agency partnership to locate and safeguard CME.
5. To liaise regularly with relevant statutory bodies and non-statutory agencies to ensure suitable access to education for all located CME.

6. To support the maintenance and updates of all records to children missing education within ONE and review the data to inform priority of future actions.
7. To contribute regularly to the development of effective information systems in respect of the CME.
8. To liaise with relevant teams within WNC in the development of processes leading to ongoing improvement in the tracking of pupils and their return to education.
9. To liaise with external statutory (e.g. Child Health & other local authorities) and non-statutory agencies to review roles, responsibilities and practices around locating CME
10. To ensure the security of information exchange in relation to children missing education.
11. To use the DfE and other confidential recording systems and on-line systems for reporting and locating of CME across the UK and overseas.
12. To contribute to policy and practice development to ensure best practice and outcomes for CME within West Northants Council, regional and national groups.
13. To carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

General

1. To maintain accurate up to date records of all investigations of referred CME on ONE and Excel.
2. To contribute to the development and ongoing improvement of the referral procedure and policies around CME.
3. To carry out home visits as necessary to track and ensure compliance of the statutory duty for CME.
4. To contribute to multi-agency working to ensure effective tracking for all children including ethnic minority groups and hard to reach families.
5. To represent the Education Inclusion & Partnership Service at cross-agency meetings as required including Honour Based Violence (HBV) and the Missing Persons Forum (MISPER).
6. To promote the role of CME tracking and re-integration into education within the safeguarding arena.
7. To represent WNC at regional CME meetings.
8. To ensure that Northamptonshire Safeguarding Children's Partnership (NSCP) procedures are followed at all times.
9. To ensure that reasonable care is taken at all times for health, safety and welfare of yourself and other persons, and to comply with policies and procedures relating to health and safety within the Council.
10. Demonstrate awareness/understanding of equal opportunities and other peoples' behavioural, physical, social and welfare needs.

11. To carry out and other duties that fall within the broad spirit, scope and purpose of this job description.

Person specification

Post title:	Tracking Officer (CME)
Grade	H
Service area:	Education Inclusion & Partnership

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education, and Qualifications	<ul style="list-style-type: none"> • Good, broad level of education to GCSE or equivalent level, including literacy and numeracy • Enhanced Adult & Child DBS 	<ul style="list-style-type: none"> • Experience of interrogating computerised databases • Experience of using the Capita ONE database • Knowledge of using School systems e.g., SIMS
Experience and Knowledge	<ul style="list-style-type: none"> • Advanced level IT Skills e.g., databases, Word, Excel & PowerPoint. • Knowledge of Safeguarding in education. • Excellent and effective oral and written communication skills • Ability to prioritise work and self-motivated. • Ability to work in a multi-agency environment. • Experienced in liaising with families, schools and other agencies. • Data interrogation, analysis and reporting skills • Ability to record actions taken, decisions and outcomes succinctly and in a timely manner • Ability to travel to other locations (driving licence) 	
Health & Safety	<ul style="list-style-type: none"> • Clear understanding of health and safety issues 	<ul style="list-style-type: none"> •

Equal Opportunities	<ul style="list-style-type: none"> • Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs 	
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