

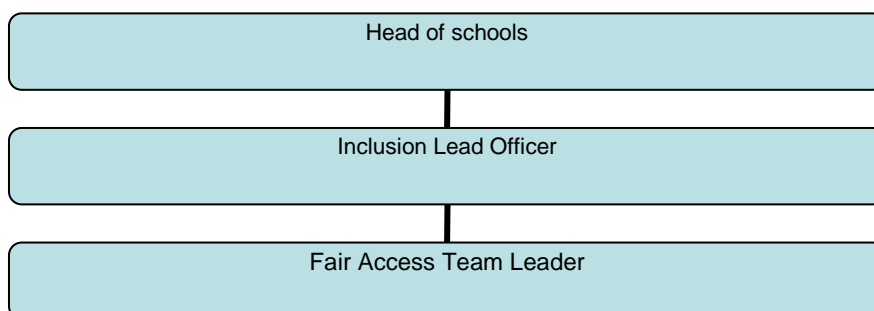
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE SECTION	:	Early Help & Schools School Improvement Team
LOCATION	:	Number One Riverside, Smith Street, Rochdale
JOB TITLE POST NUMBER	:	Fair Access Team Leader :
Grade	:	Grade 9
Accountable to	:	Inclusion Lead Officer
Accountable for	:	Fair Access Team
Hours of Duty	:	37 flexible working hours per week in accordance with the needs of the service
Any Special Conditions of Service		<p>The post holder will not normally be expected to take annual leave during school term time.</p> <p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RMBC.</p> <p>Subject to enhanced DBS background checks.</p> <p>Casual Car User allowance</p>

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

To co-ordinate and monitor implementation of the Fair Access Protocol relating to statutory exclusion procedures and education for excluded pupils, the Managed Moves Protocol and the Hard to Place Protocol

Control of Resources

Personnel

To be responsible for the direction, support and motivation of self and any staff under the post holder's control.

Financial

To work in accordance with Financial Regulations and procedures of the Council.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the Council's rules and regulations relating to the use of ICT, email and intranet/internet access.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Schools, Brownhill Learning Community, Admissions, EWS, TSS, Targeted Services, Legal, schools and Local Authorities previously attended by referred pupils.

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely

- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

To provide advice, guidance, and act as a 'sound boarding' for decisions, particularly where there is complex casework

Coordinate and prioritise the work of the Fair Access Team; Fair Access Officers, Fair Access and Equalities Support Officers

To work with the School Admissions team and Head teachers to facilitate and co-ordinate the implementation of the Fair Access Protocol in relation to the Managed Moves Protocol, the Hard to Place Protocol and exclusions.

In partnership and through collaboration, develop and review policies and procedures relating to Fair Access, Managed Moves and the Hard to Place Protocol, evaluating the impact and effectiveness of these policies and procedures.

Liaise with Head teachers to enable/implement decisions made by the Hard to Place panel

Ensure LA statutory functions relating to permanently excluded primary aged pupils are undertaken and facilitate the implementation of agreed protocols between schools, holding schools to account for their role in implementation.

To maintain service oversight for children and young people placed through the managed move process

Chair the Fair Access Panel meetings and Hard to Place meetings

Collate, monitor and analyse data relating to in-year transfers and movement in the primary and secondary sectors.

Monitor, analyse and review fixed term and permanent exclusions data on a regular basis and report as required by line managers.

Maintain accurate records of managed moves and report in and outs to Fair Access Panels and in a termly report to primary and secondary head teachers.

Report movement data relating to managed moves and exclusions to Finance in relation to transfer of funds three times a year at agreed times.

Co-ordinate representation from the LA at governors' exclusion hearings and Independent Review Panels for maintained schools and, at the request of parents, for Academies.

Provide information and advice for parents and schools regarding the Managed Moves Protocol and/or exclusion procedures

Provide up to date guidance, proformas and training regarding exclusion and related issues for schools, governors and the LA.

Develop policies and reports relating to the work of the Fair Access Team.

Supervise staff as appropriate, providing supervision of case work undertaken by members of the team

Maintain service oversight for Children Missing Education and Children Missing Out of Education

Maintain accurate records of managed moves and report in and outs to Fair Access Panels and in a termly report to primary and secondary head teachers.

Secondary Duties

To represent the LA at relevant bodies and meetings

When required, to respond to complaints and enquiries received by the service relating to schools on behalf of the Head of Schools

When required to work in partnership with the HOS and senior managers to coordinate staff in response to a critical incident

To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator

To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by _____ Date _____

Agreed by Postholder _____ Date _____

Supervisor _____ Date _____

Chief Officer _____ Date _____

**Rochdale Borough Council
Person Specification**

Service :	Early Help and Schools	Post:	FAIR ACCESS TEAM LEADER
Section :	School Improvement	Post Number :	
Job Ref:		Grade:	9

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria		Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions			
1	Are you available to work evenings as appropriate to meet service need	E	AF
(b) Qualifications and Experience			
1	Do have a Level 5 qualification or above (or equivalent).	E	AF, I and production of certificate
2	Please give examples of your proven success in implementing statutory Fair Access duties relating to managed moves protocol, hard to place, exclusions and CME.	E	AF and I
3	What is your experience of working with Educational settings, particularly under-achieving/vulnerable groups/CME and those at risk of or have been excluded.	E	AF and I
4	Please explain how you have contributed as a team member and a leader on a service improvement initiative.	E	AF and I
5	Tell us about your experience of developing policies and procedures and evaluating impact.	E	AF and I
6	Please give details of your experience of identifying and sharing good practice, particularly relating to Fair Access.	E	AF and I
7	What is your experience of analysing data and to compile reports for Senior management/schools.	E	AF and I
8	Tell us about your experience of chairing meetings	E	AF and I
9	Give details of your experience of multi-agency working with a range of key partners.	E	AF and I
(c) Skills and Knowledge			
1	Please explain your knowledge of the educational environment, in particular, current developments relating to Exclusion and CME.	E	AF and I
2	Please provide evidence of a commitment to inclusion and equal opportunities.	E	AF and I
3	Please give details of your ability to develop and deliver appropriate presentations to a range of audiences.	E	AF and I
6	Please demonstration of excellent communication and interpersonal skills to a wide range of partners	E	AF and I

7	Tell us about your ability to manage staff and co-ordinate the activities of the workforce.	E	AF and I
8	How are you able to demonstrate your ICT Competency – accessing, retrieving and modifying data	E	AF and I
9	Tell us about your ability to prioritise and manage workload.	E	AF and I
10	Please give examples of your ability to write accurate reports.	E	AF and I
11	Please give details of your ability to show initiative and be able to work independently and as part of a team.	E	AF and I
12	Please give details of your recent and up to date sound working knowledge and understanding of legal frameworks and legislation relating to pupil access and engagement in education.	E	AF and I
13	Tell us about your good understanding of the Education systems and experience of working with Head teachers?	E	AF and I
14	The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.	E	I
(d) Behaviours and Values			
1	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Valuing our people <input type="checkbox"/> Focusing on customers <input type="checkbox"/> Acting with integrity <input type="checkbox"/> Using time and money wisely <input type="checkbox"/> Working together <input type="checkbox"/> Always learning and improving <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF and I
2	If applying as part of the Armed Forces Scheme: Please confirm your last long term employer was the Armed Forces.	D	AF and I
3	If applying as part of the Armed Forces Scheme: Please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	D	AF and I