

Job Description		
Title: Education Enforcement Officer	Department: Children, Families Cultural Services	Post Ref Add Ref
Job Purpose: <i>To act as the enforcement lead in the Locality, assessing and actioning requests for Education Penalty Notices for poor school attendance and unauthorised holidays taken during term time.</i>		
Key Responsibilities	Key Accountabilities	
<ol style="list-style-type: none"> 1. To work to deliver the targets set down in the service and team business plan 2. To independently assess and make decisions on the appropriateness of requests made to Nottinghamshire for Education Penalty Notices, taking into account evidence provided and mitigating circumstances. 3. To issue warning letters and Education Penalty Notices with respect of poor school attendance. 4. To represent the local authority in Court proceedings when required. 5. To act as a liaison with schools in relation to Education Penalty Notice requests and where required provide robust scrutiny and challenge to ensure that the evidence threshold has been met for a fine to be issued or to promote consideration of alternative interventions where this is more appropriate. 6. To undertake responsibility for truancy patrols in a given locality 7. To keep timely and accurate records of work, including running records and the entry of data as specified 8. To communicate effectively with other professionals 	<ol style="list-style-type: none"> 1. To deliver services within the Service's scheme of delegation for safeguarding children and local safeguarding children board policies. 2. To ensure that personal practice is in line with service guidance 3. To operate within the framework of any professional registration. 4. To actively contribute to the professional development of yourself and others 5. To participate fully in supervision, appraisals (EPDR), and practice observations, as part of personal development and support 6. To maintain a current knowledge and awareness of legislation, policy, procedure and practice in the post holder's field of work 7. To attend court hearings and participate in meetings, case conferences, reviews, planning meetings and other forums as required and appropriate 8. To produce formal reports for meetings and Court hearings to explain the outcomes assessments and interventions when required 	

9. To attend team meetings and whole Service events.

The post holder will perform any duty or task that is appropriate for the role described

Person Specification

Education and Knowledge

1. A professional qualification equivalent to an NVQ level 4 or above in a relevant subject (for example education welfare or criminology) or, as an alternative, to be or have been a warranted police
2. Knowledge of attendance law and of education welfare policy and procedures
3. Full driving licence (unless registered disabled)

Experience

12. A minimum of three years post qualification experience of working with children, young people and/or families
13. Experience of enforcement, preferable in relation education welfare

Personal skills and general competencies

4. A high level of personal drive and commitment to excellent customer care.
5. Strong interpersonal skills with a range of people including children, young people and parents and carers, colleagues and other professionals and managers.
6. Ability to make decisions and solve problems to meet operational targets.
7. Ability to meet agreed objectives and delivery targets by the effective use of resources.
8. Information technology skills including use of databases and word processing.
9. Undertake any necessary administrative duties.
10. Ensures the County Council's policies for fairness and respect are delivered including setting high personal standards.
11. Takes an active role in managing risk, health and safety and safeguarding issues

Role Dimensions

14. Leading on the issuing of all attendance warning letters and education penalty notices for a given locality
15. To provide advice and guidance to schools in relation to thresholds and issuing of education penalty notices
16. Handling of petty cash to the value of £30.
17. Reports to Senior Professional Practitioner