

Title Team Manager - Fair Access	Department CFCS Education Learning and Skills, Access and Partnership, Fair Access Team	Post Ref.
Job Purpose <ul style="list-style-type: none"> • To manage a team of front line, operational and professional staff to meet the required service standards, in line with the service plan and associated standards within the Education Learning and Skills Service. • To ensure that NCC meets its statutory requirements and responsibilities with respect to fair access, children missing education, pupils missing education and children and young people who are electively home educated. • To ensure appropriate commissioning and monitoring of alternative education provision for children who are subject to consideration under the fair access protocol and are without a school place. • To implement the strategic policy for the County Council's fair Access protocol. 		
Key Responsibilities <ol style="list-style-type: none"> 1. Personally and through team members to deliver the targets set down in the service and team plans. 2. To resolve any service delivery issues within available resources. 3. To improve the performance of staff under his/her line management by maintaining communication with staff and providing the appropriate support and guidance. 4. To improve customer satisfaction levels for his/her service. 5. To act as a professional exemplar at all times. 6. To deploy and manage assigned budgets and to take corrective action where appropriate in liaison with the Group Manager. 7. To build positive relationships with other staff and colleagues. 8. To inform the Group Manager of any changes in the operational environment including customer satisfaction issues. 	Key Accountabilities <ol style="list-style-type: none"> 1. Specified service targets within agreed resources 2. Effective supervision of staff to secure high levels of performance 3. Effective management and deployment of an identified budget 4. Alert the Group Manager of issues that could affect performance 5. To be the responsible lead officer for ensuring that the Fair Access Policy is agreed, thus ensuring NCC's compliance with the statutory requirement of the School Admissions Code. 6. To be responsible for leading consultation when reviewing and revising the Fair Access protocol. 	

<ol style="list-style-type: none"> 9. To ensure that NCC has a functional Fair Access Policy, agreed with the majority of the schools in its area as statutorily required by the School Admissions Code. 10. To ensure that the Fair Access protocol is reviewed and revised and that the appropriate consultation with schools and other stakeholders is carried out regularly. 11. To build professional relationships with schools, irrespective of governance, to be able to challenge with authority and credibility headteachers and chairs of governors for whom there can be a perceived conflict between the needs of the individual child and school standards and achievement. 12. To ensure that the implementation of the fair access protocol is applied consistently and fairly to all schools and settings across the county. 13. To be responsible for challenging schools by negotiating without compromising the need for fair access to a school place or an appropriate alternative education provision for all children, particularly the most vulnerable. 14. To enact the necessary legal process to direct an admission to a maintained school and ensure that the County Council's legal case is robust. In relation to own admission authorities, including academies, to be responsible for the preparation and presentation of the case to the appropriate regulatory body. 15. To ensure that cross border negotiations with other Local Authorities are conducted when necessary, to ensure that, in relation to Looked After Children for whom NCC retains responsibility, a school place or appropriate provision is secured. This includes ensuring that out of County LAC attend only good and outstanding schools and provision. 	<ol style="list-style-type: none"> 7. To be the lead officer responsible for holding all schools, including academies, Free schools, Studio Schools to account to ensure that the most vulnerable and pupils with complex needs access their educational entitlement. 8. To be responsible for consistent and fair application of the Fair Access Protocol to all schools and settings across the county. 9. To be responsible and held to account for providing robust challenge to headteachers, senior leaders and governing bodies who may be resistant and an ability to persevere. 10. To be responsible for ensuring that the case for admissions is robust and compliant and act on any advice provided by NCC's Legal department and to present to defend the case when called upon by a regulatory body. 11. To be the lead officer in direct negotiation and challenge with fair Access Officers in other Local Authorities to ensure that NCC's most vulnerable children who are looked after out of County access their educational entitlement. 12. To be responsible for the tracking and monitoring of Fair Access children and young people without a school place thus promoting the safeguarding of all children and young people. 13. To be responsible for the daily tracking of children without a school place to minimise the time a child is without a school place or appropriate full time alternative provision. 14. To be responsible for commissioning and monitoring the quality of appropriate education for pupils who do not access a school place under the fair Access Code.
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<p>16. To be responsible for the tracking and monitoring of children who fall within the fair access protocol. This is a core responsibility in relation to NCC's safeguarding of all children.</p> <p>17. To be responsible for the tracking , monitoring and challenge in relation to Children Missing Education.</p> <p>18. To be responsible for the tracking, monitoring and challenge of pupils whose families chose to electively home educate and to over-see the co-ordination of the associate team who monitor them.</p> <p>19. To implement agreed processes to ensure that vulnerable children are allocated school places without delay.</p> <p>20. To effectively commission high quality alternative educational provision, which is appropriate to age and ability for the most hard to place pupils within budget.</p> <p>21. To monitor the quality of delivery and the achievement and progress of any Fair Access child not on a school roll but accessing an alternative educational provision.</p> <p>22. To ensure that effective processes are in place to appropriately safeguard EOTAS fair access pupils.</p> <p>23. To provide strategic leadership to the Admission of Vulnerable Children Group which is chaired by the Group Manager and retains a key responsibility in coordinating the County Council's Children Missing Education Strategy.</p> <p>24. To provide data and other information for a range of statutory and other reports, including the yearly report to the Office of the Schools Adjudicator. Other reports will include admissions challenges to other local authorities,</p>	<p>15. To be responsible for monitoring the cost effective deployment of funding allocated from the High Needs Block to educate EOTAS fair access pupils.</p> <p>16. To be responsible for monitoring the quality of commissioned education for children and young people without a school place and to challenge providers when pupils fail to achieve and make appropriate progress.</p> <p>17. To be responsible for ensuring that the service director is appropriately supported in monitoring the County Council's responsibility for vulnerable children and those at risk of being without a school place.</p> <p>18. To be responsible for compiling accurate information on admissions cases and to lead on challenging other local authorities as required.</p> <p>19. Ensure that up to date information about current legislation and developments in relation to fair access, children missing education, pupils missing education and elective home education is available to senior officers and is accurately applied to the development and implementation of relevant County Council policies and procedures.</p>
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25. Maintain an up to date knowledge of legislation and developments to ensure that the county council meets its statutory obligations in relation to fair access.

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

Person Specification

Education and Knowledge

1. Evidence of continuous professional development.
2. Knowledge and understanding of the main issues affecting school admissions, fair access, children missing education, pupils missing education, EOTAS and elective home education.
3. Education to degree level with an appropriate qualification and/or experience in teaching, youth work or children's social work.
4. Knowledge of the principles and practice of:
 - a. effective people management;
 - b. excellent customer service;
 - c. appropriate risk management;
 - d. budget management (where budgetary responsibility is devolved to the team manager)

Experience

18. Minimum 5 years experience within the service area
19. Experience of planning and organising team work or co-ordinating complex activities
20. Successful experience of working with vulnerable children and young people within settings thus securing an understanding of the needs of vulnerable pupils without a school place or at risk of being without a school place.

Personal skills and general competencies

5. Can demonstrate the abilities to lead the team toward key outcomes, able to provide a positive example by working efficiently, thinking about and taking action to anticipate opportunities and deal with emerging issues.
6. Able to empower staff to develop ideas for increasing efficiency, managing the team to be ambitious but realistic in achieving the highest possible performance levels.
7. Ability to identify issues that could impact on service delivery and develop a number of options to mitigate these issues
8. Able to ensure that staff are deployed as efficiently and effectively as possible, in line with customers' needs, changing priorities, national changes and performance levels.
9. Ability and willingness to develop positive and credible relationships with a range of stakeholders including senior officers and school leaders.
10. Ability to think and operate strategically as well as the disciplines around strictly prioritising workload and remaining within the parameters of the role.

<ul style="list-style-type: none"> 21. Successful experience of effectively applying the principles of fair access in complex and changing educational environments to secure positive outcomes. 22. Successful experience of working with senior staff in schools, other local authorities and regulatory bodies to secure educational provision for fair access and other vulnerable pupils. 23. Successful experience of mediating between senior officers and other stakeholders with potentially conflicting viewpoints in the interests of vulnerable children and young people. 24. Experience at carrying out public consultations, and presenting to a range of audiences.. 25. Experience of how to support staff managing caseloads of complex pupils. 	<ul style="list-style-type: none"> 11. Ability to evaluate situations, provide high level overviews as well as detailed analyses. 12. High level skills around negotiation, building professional relationships and working under pressure. 13. Ability and willingness to work flexibly and responsively to meet service demands. 14. Ability to meet agreed objectives and high level and challenging delivery targets to ensure every child is accessing their full entitlement through the effective use of resources. 15. Ability to anticipate customer needs to provide excellent service continually striving to improve efficiency and effectiveness. 16. Commitment to ensuring that NCC's policies for fairness and respect are delivered, including setting high personal standards 17. Ability to produce robust reports for senior officers, elected members and Cabinet.
<p><i>Role Dimensions</i></p> <ul style="list-style-type: none"> 1. Manage staff fulfilling all NCC statutory responsibilities for fair access, children missing education, pupils missing education, fair access EOTAS pupils and EHE. 2. Financial management of fair access EOTAS budget and EHE budget. 3. 6 FTE and EHE associates. <p style="text-align: right;"><i>Please attach a structure chart</i></p>	

Date 10.03.2019