

Education Inclusion Coordinator

Permanent contract

Full Time: 37 Hours per Week

Salary: Cognus Band 2, Starting salary at £35,658.24 per annum (1 FTE)

Location: Borough of Sutton

Secondment and job share will be considered

Cognus Limited is a Local Authority Traded Company, which is commissioned by the London Borough of Sutton to provide education services to early years providers, mainstream schools and specialist education settings in Sutton. Wholly owned by the local authority, we deliver a wide range of high-quality services to deliver excellent practice that improve the lives of children, young people, and families in Sutton and beyond.

We are looking for a professional and experienced individual who is passionate about the inclusion of children and young people in education and society. An individual that enjoys a varied workload, is organised, child centred, has a good understanding and experience of multi-agency working is a must. You will need a proven ability to build effective relationships with all stakeholders (parent carers, schools and other professionals and agencies) and be comfortable working through complex issues with to promote their education across four key areas;

1. School inclusion/exclusions (permanent and suspensions) [Suspension and permanent exclusion guidance September 2023 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/guidance/suspension-and-permanent-exclusion-guidance-september-2023)
2. Elective home education (EHE) [Elective home education: departmental guidance for local authorities \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/guidance/elective-home-education-departmental-guidance-for-local-authorities)
3. Education other than at school (EOTAS) [Education Other Than at School – EOTAS – Cognus](https://www.publishing.service.gov.uk/guidance/education-other-than-at-school-eotas)
4. Children Missing Education (CME) [Stat guidance template \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/guidance/stat-guidance-template)

As a member of the Inclusion Service, you will deliver a professional service, providing advice and support to a range of stakeholders that include parents, carers, schools, multi-agency teams on elements of inclusion. The role is part of a multi-disciplinary team who provide bespoke packages that take a holistic view in supporting the individual's needs.

You will give us great commitment and in return we offer an excellent package including:

- i) Starting salary of £35,658.24 per annum
- ii) Workplace pension scheme 4% to 8% matched contributions
- iii) 28 days annual leave pro rata (plus Bank Holidays)
- iv) Regular manager support and supervision
- v) Hybrid and Flexible working
- vi) Staff benefits package, currently including Employee Assistance Programme, Perkbox and (upon completion of probation) Sovereign Healthcare Cashback plans
- vii) Staff EDI group and Mental Health First Aiders to support wellbeing and inclusion





viii) Cognus Coaching Programmes

ix) An ambitious culture with friendly and supportive colleagues

If you are interested and would like to be considered for this role, please apply to recruitment@cognus.org.uk completing the [Cognus application form](https://www.cognus.org.uk/work-with-us/current-vacancies/cognus-application-form/), downloaded from <https://www.cognus.org.uk/work-with-us/current-vacancies/cognus-application-form/>. In your application include a supporting statement outlining how you meet the person specification and noting any relevant experience. CV's will not be accepted. The deadline for receipt is midnight on **Thursday 6th February 2025**. Candidates must be available for interview on **Wednesday 26th February 2025**.

For an informal conversation about the role please contact Sarah Westall, Team leader for Inclusion on 020 4582 7259 or sarah.westall@cognus.org.uk

All offers of employment are subject to successful completion of recruitment formalities which includes an enhanced DBS check. These checks must have been completed before the commencement of employment. We expect our staff to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Company and Sutton's Local Safeguarding Partnership.



JOB DESCRIPTION

POSITION:	Education Inclusion Coordinator
DIVISION:	Inclusion
REPORTS TO:	Head of Inclusion
GRADE/PAY:	Cognus Band 2, Starting Salary at £35,658.24 per annum

JOB SUMMARY

We are looking to recruit a passionate individual with the drive and motivation to make a difference to the lives of children and young people in Sutton. The postholder will be a practitioner with strong experience and knowledge who is able to build effective relationships with young people, families, schools, and other agencies, to promote their education across four key areas;

1. School inclusion/exclusions (permanent and suspensions) [Suspension and permanent exclusion guidance September 2023 \(publishing.service.gov.uk\)](#)
2. Elective home education (EHE) [Elective home education: departmental guidance for local authorities \(publishing.service.gov.uk\)](#)
3. Education other than at school (EOTAS) [Education Other Than at School – EOTAS – Cognus](#)
4. Children Missing Education (CME) [Stat guidance template \(publishing.service.gov.uk\)](#)

As a member of the Inclusion Service, you will deliver a professional service, providing advice and support to a range of stakeholders that include parents, carers, schools, multi-agency teams on elements of inclusion.

The role is part of a multi-disciplinary team who provide bespoke packages that take a holistic view in supporting the individual's needs.

PRINCIPLE ACCOUNTABILITIES:

1. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Cognus Limited, the School and Sutton Council's Safeguarding Children's Board.
2. To carry out duties in relation to the Inclusion of children and young people in education within the local area. Promote and develop best practice with stakeholders and support the development of effective services to meet identified needs
3. To ensure that the local area is compliant with the law and published guidance, and to carry out statutory and contracted duties effectively and efficiently
4. To monitor the quality and effectiveness of education provided for children that are educated at home and that the service is compliant with the law and published guidance
5. To monitor a register of Children Missing Education, tracking resident children into education, and that statutory guidance and practice is followed in the local area
6. To monitor the effectiveness of the provision of education other than at school



7. To effectively use data for monitoring, evaluation and develop and publish service information for parents, carers and other stakeholders.
8. Carry out any other duties as reasonably required

The main duties and responsibilities of the postholder are indicated below although other duties of an appropriate level and nature will also be required.

- 1. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Cognus Limited, the School and Sutton Council's Safeguarding Children's Board.**
 - a) Have a good understanding and awareness of safeguarding children and comply with all Safeguarding regulations, policies and procedures, including national guidance and local policy and practice
 - b) Attend all required safeguarding training
 - c) Ensure safeguarding practice is embedded in all areas of work
- 2. To carry out duties in relation to the Inclusion of children and young people in education within the local area. Promote and develop best practice with stakeholders and support the development of effective services to meet identified needs**
 - a) To provide early support and advice to parents, carers, schools and other professionals to prevent escalation and promote inclusive practice
 - b) Carry out casework as required, working in a multi-agency arena, challenging schools and settings where inclusive practice is not followed
 - c) Support the engagement of relevant and appropriate support using a graduated response
 - d) Participate and contribute to local area developments and reviews, supporting the inclusion agenda
 - e) Work with other Cognus Services, Local Authority departments, and other agencies to develop and maintain a menu of support available in the local area
- 3. To ensure that the local area is compliant with the law and published guidance, and to carry out statutory and contracted duties effectively and efficiently**
 - a) Work to ensure that the Council's and schools' duties in respect of EHE, CME and EOTAS are met
- 4. To ensure that the local area is compliant with the law and published guidance about school Exclusion, both suspensions and permanent exclusion, and to carry out statutory duties effectively and efficiently**
 - a) Work to ensure that the Council's and schools' duties in respect of permanent exclusions are met
 - b) To provide early support and advice to parents, carers and schools, when education placement is at risk of breakdown. Proactively seek alternatives to exclusion and support stakeholders to maintain a mainstream education placement
 - c) To work collaboratively with multi-agency stakeholders in the prevention of exclusion and attend and engage in local area panels as appropriate



- d) To support in the planning and reintegration of pupils in alternative provision or out of full-time education, ensuring that an effective plan is developed and delivered
 - e) Proactively work to reduce the number of permanent exclusion and suspensions exclusions
- 5. To monitor the quality and effectiveness of education provided for children that are educated at home and that the service is compliant with the law and published guidance**
- a) Monitor suitability of education provision and ensure that the needs of children educated at home are met in line with statutory duties and guidance, ensuring that action is taken where education is unsuitable
 - b) Undertake home visits and all types of casework as required for EHE children, including to arrange annual or, where required, more frequent follow up checks or visits within agreed timescales
 - c) To foster good relationships with parents/carers who are home educating including giving feedback, assisting parents to assess their capability to provide education for their child at home.
 - d) To provide information, advice and guidance to those parents/carers and other agencies expressing an interest in EHE, including parental responsibilities and alternative options
 - e) Develop and maintain information and resources on EHE
 - f) Develop and maintain relationships with local groups and provisions who support parents to provide EHE
- 6. To monitor the effectiveness of the provision of education other than at school**
- a) Monitor suitability of education provision and ensure that the needs of children are met in line with statutory duties and guidance, ensuring that action is taken where education is unsuitable
 - b) Caseload management as required
- 7. To improve the effectiveness of Inclusion within the local areas by effectively using data for monitoring, evaluation and developing services in line with identified needs, training and development and publish service information for parents, carers and other stakeholders.**
- a) Maintain data as required on relevant systems and produce clear and effective reports, both internal and external and publish as required. Ensure the identification of needs, trends and key themes
 - b) Maintain records and case notes on required systems ensuring that they are up to date and relevant
 - c) Support the development of initiatives and services to meet identified needs
 - d) Maintain relevant statistical and management information, provide reports and key performance information (KPI) as required.
 - e) Ensure the accessibility of comprehensive information for parents/carers, children and young people and stakeholders
 - f) Disseminate statutory updates to stakeholders and incorporate into local policies and practice as necessary
 - g) Develop and deliver training for schools, Governors and other stakeholders as required
- 8. Carry out any other duties as reasonably required**



GENERIC OBJECTIVES:

Contribute to Cognus Limited's business objectives at the appropriate level by ensuring every child matters and has access to education and learning opportunities, including:

- a) Health and safety
- b) Safeguarding and protection of children
- c) Equal opportunities and management of diversity
- d) Data protection
- e) Outstanding Customer care

GENERAL:

SAFER RECRUITMENT:

Cognus is committed to safeguarding and protecting the children and young people that it works with. An offer of employment is subject to safer recruitment practices which include an enhanced DBS check, two professional references acceptable to Cognus Limited, proof of qualifications, proof of right to work in the UK, proof of personal address and employment history covering 5 years and, fitness to work with children (occupational health assessment). These checks must have been completed prior to commencement of employment. We have a range of policies and procedures in place which promote safeguarding and safer working practices across the organisation.

PROCESSING OF DATA:

- a) You ("the employee") consent to the holding and processing of personal data provided by you to the Company ("the Company") for all purposes relating to your employment, but not limited to administering and maintaining personnel records, paying and reviewing salary and other remuneration and benefits, undertaking performance appraisals and reviews, the compulsory Disclosure and Baring Services check (DBS) details in line with its statutory responsibility to safeguard and protect children and vulnerable service users; maintaining sickness and other absence records and taking decisions as to your fitness for work.
- b) You hereby acknowledge and agree that the Company may, in the course of its general and statutory duties as an employer be required to disclose personal data relating to you for legislative purposes during or after the end of your employment. This does not affect your statutory rights under the General Data Protection Regulation 2018.

CONFIDENTIALITY AGREEMENT:

- a) During the course of your employment, you will have access to and knowledge of Company confidential information and trade secrets.
- b) Disclosure of any of this confidential information and/or trade secrets could have serious financial consequences and/or create serious competitive disadvantages for the Company. There may be material damage, financial or otherwise, deliberate or otherwise, to the Company's legitimate business interest.



- c) Under the terms of this confidentiality agreement, you agree to keep secret and shall not at any time, either during employment or post-employment, use, communicate or reveal to any person any trade secret or confidential information relating to the Company or any Associated Company.
- d) You are aware of the Company's policies in relation to compliance with the General Data Protection Regulation and undertake to act in accordance with these at all times. Any breach of these policies will be dealt with under the Company's disciplinary procedure and action taken can include dismissal without notice.

This job description and person specification outlines the summary of key accountabilities and is not an exhaustive list of duties and, is subject to periodical review and changes in line with the business needs.



PERSON SPECIFICATION

The main duties and responsibilities of the post holder are indicated below although other duties of an appropriate level and nature will also be required as necessary.

Description		Criteria (E) – essential (D) – desirable
EXPERIENCE & QUALIFICATIONS	<ul style="list-style-type: none"> ▪ Experience of establishing and maintaining productive relationships with young people, families, schools, and multi-agency partners ▪ Experience of working within a multi-disciplinary and interagency context ▪ Experience of safeguarding children and young people 	(E) (E) (E)
SKILLS & ABILITIES	<ul style="list-style-type: none"> ▪ Excellent communication, interpersonal and negotiation skills ▪ Ability to provide verbal and written reports ▪ Ability to work collaboratively with a range of partners, including social workers, team managers and school staff ▪ Experience of using innovative approaches to promote change ▪ Strong organisation skills and ability to manage time effectively, to work on own initiative to manage and prioritise own workload, setting appropriate objectives and deadlines and attention to detail ▪ Experience of managing complex caseloads and achieving positive outcomes for stakeholders ▪ Ability to work in a detailed task-oriented environment, delivering high accuracy results to excellent standards 	(E) (E) (E) (D) (E) (E) (D)
KNOWLEDGE	<ul style="list-style-type: none"> ▪ A knowledge and understanding of the barriers to education children and young people face ▪ A working knowledge and understanding of statutory guidance in relation to Exclusions and Suspensions CME, EHE and EOTAS 	(E) (D)
BEHAVIOURS & VALUES	<ul style="list-style-type: none"> ▪ Willingness to undertake ongoing learning, training and development ▪ Carry out duties in line with the professional behaviours in the Company Code of Conduct, policies and procedures and Leadership Capability documents ▪ Work flexibly, able to re-arrange work in relation to changing priorities and to meet the needs of the business ▪ Honours and upholds the Company’s Equal Opportunity Policy, Dignity at Work Policy, Safeguarding and Protection of Children, Health and Safety and Data Protection Policy at all times. Understanding of confidentiality, GDPR and information governance issues and how these are observed and maintained 	(E) (E) (E) (E)
KEY:	D Desirable	I Evaluated at interview
E Essential	S Short listing criteria	T Subject to test

