

JOB DESCRIPTION & PERSON SPECIFICATION

Group:	CHIEF EXECUTIVE
Division:	CABINET OFFICE AND PUBLIC RELATIONS
Section:	RESEARCH AND INFORMATION – CABINET
Sub Section:	RESEARCH AND INFORMATION – CABINET
Post Title:	REGIONAL SCHOOL LIAISON OFFICER (RSLO) SOUTH WALES
Vision Post Number:	POST018432
Grade:	GR8
Responsible to:	CORPORATE POLICY & CONSULTATION MANAGER
Posts Reporting to this Post:	N/A
Team:	RESEARCH AND INFORMATION - CABINET
DBS Required Level:	NONE
Location:	THE PAVILIONS/AGILE
Date of Description:	September 2022

This role is based in Rhondda Cynon Taf and will operate across RCT, the Vale of Glamorgan, Bridgend, Cardiff and Merthyr local authorities.

This role is grant funded.

KEY OBJECTIVES

The Regional School Liaison Officer will be responsible for helping to ensure that the children of Armed Forces personnel are effectively supported whilst in education and thereby mitigate some of the effects that mobility and/or deployment may have.

SPECIFIC RESPONSIBILITY

1. Work alongside SSCE Cymru to deliver activities indicated as highlighted in a designated and agreed work plan, which will embed sustainable activities in schools and local authorities. Work with schools and local authorities to embed good practice related to supporting Service children in education.
2. Assist in developing a positive culture and awareness of Armed Forces Service pupils.
3. Promote the inclusion and acceptance of all pupils within the classroom.
4. Schedule and deliver training sessions with education professionals across the designated local authorities
5. Promote SSCE Cymru resources and support schools in utilizing the tools available.
6. Collate baseline data and information for use by Local Authorities and agencies supporting this group of learners
7. Undertake administrative tasks, including responding to communications, organising translations and finance record keeping.
8. Identify and establish local links with Service Armed Forces welfare organisations including single service families' federations and information services (such as Army HIVE).
9. Work with partners to support the aims of ensuring the equity of education provision and continuous improvements in the learning experiences and educational outcomes for the children from Armed Forces families.

10. Ensure schools, parent information and support services are in place for families to assist in ensuring that families of children from forces families are appropriately enabled to contribute to the formulation, implementation of the curriculum.
11. Communicate with service users, clients and customers via daily e-mails, telephone calls, weekly, monthly and quarterly representation at meetings, such as preparing and disseminate papers and agenda, taking notes, typing minutes this could include external agencies, weekly face to face interaction with other officers.

CORPORATE REQUIREMENTS

12. To participate actively in supporting the principles and practice of equality of opportunity as stated in the Council's Equal Opportunities Policy.
13. To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate.
14. To, as a statutory duty, adhere to the Council's Corporate Safeguarding Policy and associated policies and procedures and to report concerns regarding the safety and wellbeing of children or adults at risk. In order to support you in this, you are required to access safeguarding training at the level which is relevant to this post.
15. This post will result in you having substantial contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete
16. As a term of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).

PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
KNOWLEDGE/ EDUCATION	<p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills.</p> <p>Educated to NVQ level 3 / 4 or equivalent in a field relevant to the post.</p>	<p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p>
EXPERIENCE	<p>Knowledge of the education system in Wales</p> <p>Experience of working on own initiative and as part of a team</p> <p>Experience of providing support to children / young people</p>	<p>Experience of working in an education setting to support children and young people</p> <p>Experience of collating information, analysing data and preparing reports</p> <p>Experience of inter-agency and partnership working</p> <p>Knowledge of the challenges children of Armed Forces personnel face in education and understanding of the issues affecting service children</p>
COMPETENCIES		
Working in Partnerships and Teams	<p>Is proactive and positive about giving support, advice, guidance and sharing best practice with colleagues</p> <p>Knows when it will be most effective to work as a team and when to work alone; works well in both.</p>	
Communicating Effectively	<p>Communicates clearly and concisely.</p>	

Achieving results	<p>Creates effective action plans identifying the relevant stages required to complete a project.</p> <p>Consistently meets deadlines.</p>
Being Accountable	<p>Takes a positive attitude towards delivering work.</p>
Professional Expertise and Development	<p>Analyses and evaluates information and data accurately</p> <p>Prioritises workloads according to needs and risk; uses the business plan as reference point.</p>
Managing resources	<p>Plans well in advance to meet deadlines</p> <p>Demonstrates a good understanding of financial issues and procedures.</p>
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	<p>Occasional weekend/out of hours working</p>