



**The RESOURCE CENTRE**  
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**Charity No: 1118721**

**Company Ltd No: 5635779**

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**School Exclusion Advocate**

**Job Description**

<b>Post Title:</b>	Family school Liaison officer
<b>Location:</b>	Southall
<b>Hours of work:</b>	16 hours per week for forty weeks per annum
<b>Duration:</b>	12 month contract with possibility of extension
<b>Salary:</b>	£15 per hour
<b>Responsible to:</b>	ESDEG Managing Director

**Main Purpose of the role:**

Provide advocacy and representation to families and pupils excluded from schools or are at risk of being excluded; support and represent families in exclusion review meetings and tribunal meetings, helping them with their written appeals and putting together their cases and reasoning in coherent and meaningful way.

Responsible for providing guidance and advocacy to students to ensure they meet academic and behavioural requirements to stay in school and achieve their potential. Responsibilities include linking students and their families to school and community resources, monitoring attendance and discipline, communicating with administration, counsellors, students, and families.

To develop individual education/learning plans that brings together internal, external and multiagency professionals in order to support development, attainment and progression.

The Advocate will work on reducing exclusions by working with young people who are excluded or at risk of exclusion in addition to schools and their families.



## **Duties**

### *Direct work with children and young people*

1. Represent young people who are excluded or at risk of exclusions and their families in meetings with schools to help resolve problems, negotiate solutions and overcome mistrust and misunderstanding between schools, families and young people who are excluded or at risk of exclusion.
2. Provide advice, support and encouragement to young people and their families (or carers) to identify and manage difficulties.
3. Assess the needs of young people and their families (or carers) and help them to articulate and meet their needs.
4. Empower young people and their families (or carers) to express their views, wishes and concerns. The Exclusions Advocate supports them in their choices and rights and provides information and support.
5. Working with school staff to select students who will benefit from the advocacy service
6. Supporting students inside and outside of the classroom, agreeing action plans, long term and short term goals etc.
7. If necessary, making home visits to talk to parents about issues and to offer advice about strategies to deal with problems
8. Liaising with schools, teachers, social workers and educational psychologists and making referrals where appropriate
9. Helping pupils to increase their confidence and self-esteem by listening to them and devising appropriate strategies

### *Partnership and management*



10. Capture students' voice and disseminate it in relevant community forums.
11. Represent ESDEG and the project positively to partner organisations in all sectors, including Council Departments and voluntary organisations.
12. Recruit, train and deploy volunteers in roles including mentoring and administration.
13. Represent the project at relevant external meetings such as consultations about the needs of children and young people.

#### *Project management and administration*

14. Develop and operate efficient and appropriate manual and computerized administrative systems for running the project, including referral, assessment, case-recording, attendance monitoring and similar.
15. Design and use evaluation tools such as questionnaires and case-records.
16. Identify, collect and collate data for review and evaluation of the project.
17. Contribute to evaluation and forward strategy for the project including reports and fund-raising applications

#### **General**

18. To promote equal opportunities and to ensure that the project provides a safe and welcoming environment for children.
19. To participate in supervision on a regular basis from the directors of ESDEG.
20. To undertake professional development as agreed with directors of ESDEG.
21. To comply with ESDEG policies and procedures, including health and safety, safeguarding children and vulnerable adults, complaints, employment and finance.
22. To work at all times within the boundaries of confidentiality and good professional practice.
23. To perform any other related duties commensurate with the general level of responsibility of the post and the requirements of funders.



## ***PERSON SPECIFICATION***

### **Qualifications and knowledge:**

1. Relevant qualification in teaching, youth work, social work, counselling, or other relevant allied area essential.
2. Experience in working with children and young people in school settings, social work or youth work is also essential
3. Evidence of further study or training relevant to the post.
4. Knowledge and understanding of specific needs of deprived and / or vulnerable children and young people
5. Understanding of all legislation relevant to ESDEG's work, including for example the Children's Act 1989 and statutes relating to migrants and asylum seekers

### **Skills and experience**

6. A track record of successful post graduate studies and willingness to pursue CPD and further studies
7. Effective written and verbal communication skills including public speaking and presentation skills
8. A wide and extensive experience in different capacities and settings in the education sector is desirable.
9. Experience of working with asylum seekers, refugees and or children and young people of ethnic minority origin in the statutory or voluntary sector.
10. Ability to listen actively and communicate effectively and clearly, both verbally and in writing, with young children and with a range of people at an appropriate level.
11. High level of administrative and organisational skills.
12. The ability to work effectively and productively as a member of a diverse team of staff and volunteers.
13. Ability to engage effectively and sensitively with students and families from a wide range of ethnic backgrounds.



14. Ability to apply equal opportunity policies and practices in practical and effective ways.
15. Ability to organise a demanding workload with competing priorities and manage time effectively in a pressured environment.
16. Ability to use own initiative and work independently.
17. Ability to produce numerical reports e.g. on attendance, data analysis etc.
18. Ability to assess the needs of young people and develop plans appropriate to their needs.
19. Ability to undertake project evaluation, monitoring and project review.
20. The ability to develop effective inter-professional relationships and draw upon the support of relevant agencies to respond to the needs of pupils and their families/guardians.

#### Personal qualities

21. A willingness to work flexibly, including occasional weekends and evenings.
22. A demonstrable commitment to working in partnership with other agencies, including local Councils, youth offending and refugee community organisations.
23. A demonstrable commitment to the welfare of children and young people and awareness of how to give effective support.

Note: the post-holder will be required to undergo enhanced CRB check for working with children