

Job Title:	Children Missing from Education Officer
Team/Service Area:	Prevention, Information & Assurance – Early Help
Grade:	Grade 3
Line Manager:	Assistant Team Manager
Direct Reports:	None
Location:	Stanfield Building/Agile

About the Role

To track and monitor children reported as 'Missing from Education' to locate those children and ensure that they are safeguarded

To provide general support to the Early Help Advice and Allocations Team to ensure that effective early help support is allocated in a timely fashion to children, young people and families.

This role is exempt from the Rehabilitation of Offenders Act 1974 and therefore requires a satisfactory Enhanced Disclosure and Barring Service (DBS) Check.

Key Responsibilities

Advising staff and partners

- Take telephone and e-mail queries about children identified by schools and other agencies as 'Missing from Education'
- Track those children through the local, regional and national processes
- Maintain a log of those children who are yet to be traced
- Give feedback to schools and other agencies when children are traced or when there is a reasonable assumption to be made that the children have been taken abroad
- Process 'Removal From Roll' forms from schools
- Work as part of a team with the Early Help Advice and Allocations Officers to ensure that all roles are covered during periods of absence.

Elective Home Education

- Where a child is taken off a school roll to be 'Electively Home Educated', alert the Director of Early Help (or a deputy) and trigger a check of the family to offer support via the Early Help Attendance Officers

Children removed from a school/academy roll

- Where a child is removed from a school or academy roll for reasons other than for Elective Home Education, to check that each removal complies with the School Attendance Regulations 2006
- Where a removal does not comply with the Regulations, to escalate the issue to a manager
- To process the Removal from Roll forms and relay then to Admissions
- To conduct a monthly check on Capita One to identify children removed from school/academy rolls without the completion of a Removal from Roll form, and follow due process in respect of legal checks around these removals

Recording

- Keep up to date and accurate records of all involvement with all children ensuring that recording and retention are in line with safeguarding policy and with GDPR and service user confidentiality processes
- Ensure that your line-manager is able to access these records in case of your absence

Company Contribution

- Support the Company and its partners during any relevant inspection, including Ofsted inspections, providing such performance data, documents and analyses as are requested. You will contribute to the Self-Assessment and other preparatory activities in respect of Early Help.
- Promote the work of the Early Help Service among partners, celebrating success and encouraging improvements in service provision at all levels.
- Attend such staff meetings, briefings and training as required by the Director of Early Help as part of the wider Early Help offer.
- To safeguard and promote the welfare of children and young people.
- Champion equity, diversity and inclusion in all aspects of your work and the communities you assist.

Our Expectations

You must undertake this role in accordance with the requirements set out below:

- Comply with Together for Children's Code of Conduct, People policies and procedures, Health and Safety Policy and EDI Statement.

- Uphold all relevant professional policies, standards and legislative requirements
- Adhere to the Data Protection Act 2018 and GDPR principles in relation to the management and handling of personal and/or sensitive information and respect the privacy of personal information managed by Together for Children Sunderland.
- Comply with the Freedom of Information Act 2000.
- Follow Together for Children Sunderland's and NHS ICB's information security standards.

This job description is a guide to the duties you will be expected to perform. It is not an exhaustive list, and you may be required to undertake other tasks and duties not listed that are reasonably commensurate with the job role and grade of the post. Where a fundamental change to the job description is needed this will be discussed with the postholder prior to any changes being made

Date: 22/09/2026

Person Specification – Children Missing from Education Officer

The essential requirements for this post and how candidates will be assessed are set out below. Where ‘application form’ is the method of assessment, candidates should evidence that they meet these criteria, to be successful at the shortlisting stage.

Essential Requirements	Method of Assessment
Qualifications: • Level 3 or higher qualification in an appropriate discipline, or experience of a similar post. • Level 2 English (Grade C GCSE or equivalent) • Level 2 mathematics (Grade C GCSE or equivalent)	Application Form
Significant experience of: • Working with data systems and processes • Working in a challenging and pressured environment • Multi-agency, inter-disciplinary working • Relevant ICT packages	Application Form / Interview
Knowledge and understanding of :: • The problems faced by children, young people and their families nationally, regionally and locally • The legal framework pertaining to safeguarding and child protection and to Children Missing Education • The Sunderland context and services available to support families	Application Form / Interview
Ability to: • Work within regulations and agreements pertaining to confidentiality, information-sharing, GDPR, safeguarding • Communicate effectively with a range of audiences and in a variety of formats (verbal and written) • Work flexibly and on own initiative • Make decisions and problem-solve • Recognise and respond appropriately to risk • Respond professionally to high levels of challenge • Offer support and guidance to team members when required	Interview

• Prioritise or reprioritise workload, meet stringent deadlines and targets and work to national standards	
Other Requirements • Demonstrates an understanding of, and ability to, promote equality of opportunity, diversity and inclusion • Ability to meet the travel requirements of the post	Interview

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