

North East Essex Behaviour, Attendance & Inclusion Partnership Chair.

Job purpose of the Chair

The role of the BAIP Chair will be fundamental in ensuring the BAIP's vision and targets remain at the forefront of all meetings and decision making regarding young people. They will work alongside the Secondary schools in North East Essex on behalf of Head Teachers on all aspects of behaviour management, attendance and inclusion (including admissions). Specifically the Chair will:

Key Responsibilities

Meetings (to be held every half term)

- ☐ Calendar meetings across the academic year, publishing at the first scheduled meeting,
- ☐ Prepare all paperwork relevant to each meeting (and circulate prior to) to include (but not limited to):
 - Agenda
 - Minutes
 - Hard to Place cases (as advised and detailed by County)
 - MM updates (+ive, -ive, live) for MM1, MM2, MM3
 - NEECA numbers broken down into referral route e.g. PEX/PR1/PR2/ASR/Medical and outreach
- ☐ Proof minutes of meetings before being sent out by administrative assistant,
- ☐ Facilitate Hard to Place cases outside of the scheduled meetings,
- ☐ Liaise with the Vice Chair (to be elected annually at first scheduled meeting) allowing for smooth transition in the Chair's absence,
- ☐ Through data analysis and highlighted needs, identify and invite appropriate guest speakers from live or new Partnerships e.g. newly approved alternative provision, Police, Mental Health demonstrating impartiality.

Working in Partnership with schools and LA:

- ☐ Develop high quality and efficient systems to ensure that Headteachers are provided with accurate and informative paperwork on which to make decisions about H2P and students returning to mainstream from NEECA,
- ☐ Where a student needing placement via H2P, the Chair will intervene where broker(s) have been unsuccessful ensuring data informs and directs the communication,
- ☐ Liaise with ECC Admissions regarding Hard to Place pupils and advise on the most appropriate provision for these pupils based on the tracking and monitoring of admissions centrally,
- ☐ Provide advice and guidance in matter relating to attendance and/or behaviour to Head teachers or delegate persons,
- ☐ Provide a half-termly report for NEASHE on the movement of students across schools.
- ☐ Regularly review and update the BAIP Partnership Agreement and Managed Move Protocol,

Spring 2020/21

To be reviewed Summer 2021/2022

- ❑ Establish and maintain links with other BAP chairs in Essex in order to grow and develop the partnership, sharing best practice across the county,
- ❑ In partnership with external agencies and the local authority (Admissions, Education Access, SEND Operations), develop a programme of high quality 'best practice' spotlights to improve still further provision in schools.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the line manager and will be reviewed annually.