


Profile Title:	Independent School Appeal Panel Member					
Reports to:						
Employee Management:	Not Applicable	Grade:	N/A	Profile Ref:	N/A	
Purpose of the Post						
<ul style="list-style-type: none"> To hear individual Appeals by parents regarding the refusal of the Local Education Authority to offer a place at the school of their preference. To hear Appeals by parents following exclusion of a child from school. To hear Appeals where the Authority has not granted free Home to School Transport. <p>Appeal Panels will normally consist of three persons. Appeals are held throughout the school year with the majority of Admission Appeals being heard in the May - July period.</p> <p>Some schools in the Borough have many Appeals and the same Panel have to sit for each of them for the entire academic year, other schools may only have a few Appeals. Therefore, some Panel Members will be required to sit for three of four consecutive days, whilst others may just be required for occasional days.</p> <p>Each Appeal Hearing will be supported by an experienced Officer from the Council's Governance Unit, who will offer advice on the procedures and relevant information appertaining to the types of Hearings.</p> <p>An allowance for attendance at hearings will be paid.</p> <p>Whilst there is no expected minimum requirement for Panel Members to make themselves available, the Council retains the right to terminate the contract of any Panel Member who is regularly unavailable for hearings, or otherwise fails to meet the requirements of the position.</p> <p>Appointments will be a for a three year period.</p>						
Categories of Appointment						
<p>(i) a person experienced in education who is acquainted with education conditions in the Local Authority area, or who is a parent of a registered pupil at a school; and</p> <p>(ii) a person without personal experience in the management of any school or the provision of education in any school (disregarding experience as a School Governor or in another voluntary capacity).</p>						
Education and Training					Measure	Rank
<ul style="list-style-type: none"> To successfully complete an induction course and appropriate ongoing training. 						
Relevant Experience					Measure	Rank
<ul style="list-style-type: none"> Experience of Education, Schools or Education Management (for category (i)) Experience in advocacy and/or tribunal situations Experience in representing other people Experience of working in organisations, including the charitable or voluntary sector Experience of decision making within a formal 'committee' environment 					SF&I	E
					SF&I	D
					SF&I	D
					SF&I	D
					SF&I	D

General and Special Knowledge	Measure	Rank
<ul style="list-style-type: none"> • Some knowledge of the Council's Schools Admissions Policy/Scheme 	SF&I	D
<ul style="list-style-type: none"> • Some knowledge of the Code of Practice on School Admissions 	SF&I	D
Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> • Ability to assimilate complex information and to question in a structured manner 	SF&I	E
<ul style="list-style-type: none"> • Ability to consider evidence and to understand and apply legislation 	SF&I	E
<ul style="list-style-type: none"> • Ability to make balanced and objective decisions 	SF&I	E
<ul style="list-style-type: none"> • Able to demonstrate a high level of interpersonal skills 	SF&I	E
<ul style="list-style-type: none"> • Ability to work collaboratively with other Panel members 	SF&I	E
Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> • Involvement with other organisations/services (including voluntary organisations) 	SF&I	D
<ul style="list-style-type: none"> • Able to undertake any travel in connection with the post 	SF&I	E