

## **ADMISSION APPEAL PANEL - MEMBER WORK PROFILE 2016**

### **Purpose**

- To sit on independent admission appeal panels for the benefit of children, parents, schools and academies.
- To ensure that parents feel they have had a fair and independent hearing and been given every opportunity to put their case and that the points they have made have been taken seriously and carefully considered.
- To help parents feel that their appeal has been handled competently, fairly and within the law.

### **Requirements**

- To ensure you are kept up-to-date by attending training events and by reading briefing papers.
- To be conversant and act in accordance with the DfE Codes for School Admissions and School Admission Appeals.
- To have regard to the “Best practice Guidance on School Admission Appeals” which is produced by the Administrative Justice and Tribunals Council (AJTC) in association with the National Association of School Appeal Clerks.
- To act within the law as amended when hearing appeals and making decisions.
- To adhere to the law and Hertfordshire County Council's policies on confidentiality, data protection and equal opportunities.
- To ensure that the rules of natural justice are adhered to throughout.

### **Person Specification**

#### **Lay members**

These are members without personal experience in the management or the provision of education in any school (except as a school governor or in another voluntary capacity).

#### **Experience in Education members**

Those who have experience within education, are acquainted with educational conditions in the local authority area, or who are parents of registered pupils at school.

#### **A person may not serve as a member of an appeal panel if they are:**

- a) a member of the local authority, which is the admission authority or in whose area the school in question is located;
- b) a member or former member of the governing body of the school in question;
- c) a person employed by the local authority or governing body of the school in question, other than as a teacher or as a teaching assistant;

- d) a person who has, or at any time has had, any connection with the authority, school or any person in sub-paragraph c) above which might reasonably be taken to raise doubts about that person's ability to act impartially;
- e) a person who has not attended training required by the admission authority or persons arranging the appeal panel on their behalf.

### **Skills**

- Good interpersonal and communication skills.
- Good literacy and listening skills.
- Familiar with the principles of natural justice.
- Appreciation of each individual's differing circumstances and backgrounds.
- Able to remain firm and calm.
- Have sound judgement.
- Integrity.
- Fairness.
- Courtesy.
- Tolerance.
- Decisiveness.
- Ability to work with other Panel members.

### **Circumstances**

- Able to travel to appeal venues and training events by own transport.
- In good general health.
- Dress as for office environment and consistent with the seriousness of the process for parents.

**I understand that in order to be appointed to the School Admission Appeal Panels I will be required to attend mandatory training prior to taking up this position.**