**Job Description**

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| Job Title: Attendance Improvement Officer |
| POSCODE: |
| Grade: SO2 |

**Overall purpose of the job**

Attendance Improvement Officer acts as Authorised Officers for the County Council in fulfilling the Local Authority’s statutory duties and responsibilities for school attendance.

The remit of the Attendance Improvement Officers will be to contribute to raising achievement by improving school attendance. Working with key stakeholders, the Attendance Improvement Officer will establish strong working relationships with internal and external agencies to promote the safeguarding of children and young people.

The Attendance Imrovement Officers’ will support schools with their attendance strategies to ensure they are effective in raising attendance and improving punctuality. The postholders’ will bring visibility to non attendance through building strong relationships with schools and provide training sessions that highlight the impact on non attendance for children and young people in schools.

**Main accountabilities**

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

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| 1 | To be responsible for the quality assurance of school attendance processes and procedures. To aid the development of good practice via structured consultations, which can occur either face to face or virtually, and will include strategies in reference to the application of the Education (Pupil Registration) (England) Regulations 2006 (Amended Sept 2013). |
| 2 | To analyse school attendance data and to assess, advice, support and where necessary challenge schools on poor practice. This would include agreeing an action plan with the school that identifies appropriate strategies around attendance management to improve overall performance. |
| 3 | To conduct webinars and training sessions to schools, stakeholders and partner agencies regarding all issues that impact on children and young people’s ability and opportunities to access education. |
| 4 | To investigate cases that are being considered for enforcement actions and in doing so liaising with schools, professionals and external agencies, to determine whether legal sanctions are appropriate. |
| 5 | To prepare Section 9 statements for Magistrates’ Court in relation to proceedings under the Education Act 1996 for irregular school attendance. To prepare applications for Education Supervision Orders, acting as the Supervising Officer when appropriate. |
| 6 | To represent the Local Authority in presenting Section 444 (1) cases that are allocated to open Magistrates court and to present admissions appeals cases to Independent appeals panel, once appropriate training programme has been completed within required time scales. |
| 7 | To appear as a witness in the Magistrates’ Court and Family Proceedings Courts in respect of irregular school attendance as required to assist with case progression and giving of evidence. |
| 8 | To manage Non School Attendance (NSA) Helpline by providing first day response to enquiries received via email and telephone from both schools and Local Authority colleagues. Ensuring up to date advice and guidance is accessible to aid schools and colleagues with next steps concerning attendance. |
| 9 | To attend and contribute to the agenda items of the Attendance Legal Panel, assisting the Chair and the Panel with decision making concerning appropriate legal interventions. |
| 10 | To contribute to supporting and enforcing the regulations pertaining to the employment of school children and children in entertainment. |
| 11 | To provide advice and guidance to schools, supporting those families who choose to educate children otherwise than at school (EHE). When required, conducting an investigation for vulnerable children whose parents / carers are considering EHE, with the purpose of sharing information to assist them with making a positive choice concerning EHE. |

The duties and responsibilities outlined in this job description are indicative of the role; however, they are not exhaustive and may be subject to change. In addition, you will be required to undertake other reasonable duties as directed by your manager and as required within the Attendance Team.

**Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

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| Qualifications Required | **Subject** | **Essential/**  **Desirable** |
| **Educated to** Key Skill Level 4: Bachelor’s degree; HNC; HND NVQ level 4 or equivalent | In education, law, Social Care, health, child development, child protection or relevant area | Desirable |
| **A Levels/Level 3 or equivalent** |  | Essential |

Minimum levels of knowledge, skills and experience required for this job

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| --- | --- | --- |
| Identify | Describe | Essential/Desirable |
| **Knowledge** |  |  |
| Education Sector | Demonstrable understanding of the educational landscape and apply this within the remit of the role. | Essential |
| Understanding of the issues which may cause poor school attendance and how these impact on children, parents and schools | Knowledge of factors that prevent parents ensuring regular school attendance e.g medical needs, mental health, housing issues etc | Essential |
| legislation relating to Education and Children | Good working knowledge of Local Authority’s statutory responsibility linked to education legislation. | Desirable |
| The legal framework related to school attendance | Understanding the statututory functions and how schools and LA deliver this. | Essential |
| Safeguarding procedures | In depth understanding of the Local Authority’s safeguarding duties and responsibilities, the ability to apply them within the remit of the role | Essential |
| Legal framework related to children missing from education | Good working knowledge of Local Authority’s statutory responsibility | Desirable |
| Stakeholder relationships | Working with external stakeholders and service users such as schools and governors, building and maintaining good relationships to ensure that processes and interventions around non attendance are effective and suitable | Desirable |
| **Skills** |  |  |
| Ability to produce accurate, concise, written reports |  | Essential |
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| Flexible approach to working | Ability to work independently and as a team member and the flexibility to manage competing pressures and demands | Essential |
| Professional challenge | Ability to identify and diplomatically challenge poor practice in relation to early intervention and attendance management process within a school setting | Desirable |
| Communication | Strong, effective verbal and written communication. The ability to flex communication in different settings.  Communication knowledge of processes in a concise manner to ensure that colleagues and external partners have a clear understanding of the information that is being shared. | Essential |
| IT skills | Good working knowledge and ability to use all Microsoft Applications | Essential |
| Interpersonal skills | Able to engage and work closely with colleagues, parents, and professionals from external organisations | Essential |
| Resilience | Strong resilience working with conflicting priorities in a challenging and fast pace environment with tight deadlines and the ability to manage relationships with external stakeholders and internal services | Essential |
| Presentation skills | The ability to effectively communicate to different stakeholder groups | Desirable |
| **Experience** |  |  |
| Working within the education sector or within a Multidisciplinary team | Ideally experience working within educational sector. | Desirable |
| Equality, Diversity and Inclusion (applies to all roles. | Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role. | |
| **Safeguarding** *(include for roles working with children/vulnerable adults)* | Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults. | |

**Disclosure level**

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| What disclosure level is required for this post? | None | Standard |
| **Enhanced** | Enhanced with barred list checks |

**Work type**

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| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | Fixed | **Hybrid** | Field | Remote | Mobile |