

Job Title:	Attendance Officer		
Service Area:	2gether Cluster	Grade	SO1
Directorate:	Carr Manor Community School	Date:	October 2021
Responsible To	Cluster Leader.		
Responsible For	Improving and monitoring Attendance across the 15 cluster schools		

The post holder is specifically responsible for ensuring:

- To deliver quality school attendance support for children, families and schools.
- To deliver services at the point of local need e.g. within the school base, cluster or community base.
- To work collaboratively as a member of the 2gether Cluster team, with professionals and service providers (voluntary and statutory) to ensure that as far as possible all children of compulsory school age receive appropriate support to achieve maximum attendance and to achieve their full potential.
- Where sufficient progress is not made to improve school attendance the Attendance Officer will be required to prepare cases that require handing over to Leeds City Council for legal intervention.
- To actively promote and support Leeds City Council policies on equal opportunities and to work in an anti-oppressive manner to create a culture that ensures equality and values diversity.
- Assisting schools, colleagues and other agencies in the early identification of children with attendance problems and to jointly develop and apply strategies including casework designed to bring about improvements.
- Managing a caseload of vulnerable families needing specific support around improving attendance
- Advising families, schools and other agencies on statutory requirements in relation to school attendance and provide support, advice and guidance to enable parents/carers to meet statutory requirements.
- Working directly with families in their home environment.
- Working with others (cluster team, schools and Children's Social Work Services) to develop and implement strategies to improve attendance.
- Providing support to schools regards attendance coding, exceptional cases, fixed penalty notices and complex cases
- Holding School Attendance Panels (SAP)
- Recording and compiling appropriate evidence for the local authority to initiate legal proceedings
- Working in partnership with the cluster to produce attendance action plans to improve attendance and meet attendance targets in partnership with schools and other key agencies.
- Keeping high quality records to enable the production of reports and case studies
- Taking a proactive role in helping to develop whole school and whole area strategies to improve attendance at school and cluster level. To promote positive attitudes by pupils and families towards education and to ensure that are parents are aware of their statutory duties
- Undertake any other relevant duties within the competence of the post holder at the request of the 2gether Cluster CLG.

PERSONAL SPECIFICATION ESSENTIAL REQUIREMENTS: It is essential that the post holder should be able to demonstrate the following criteria for the post within the context of the specific role. Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements.

Method Of Assessment (MOA) – A = Application Form T = Test I = Interview C = Certificate

SKILLS

Requirements For Grade	MOA
Ability to work independently, use initiative, prioritise workload and be self-motivated	A/I
Ability to chair and facilitate meetings involving families and professionals	A/I
Ability to build relationships with stakeholders	A/I
Good interpersonal skills and ability to develop good working relationships with professionals, families, cluster team, schools and other agencies	A/I
Data collection and analysis skills and good IT skills around applications such as Microsoft Office	A/I
Systematic recording and report writing to a legal standard where required	A/I
Problem solving in a solution focussed approach	A/I
Good family assessment skills (Early Help Plan desirable)	A/I
Excellent conflict resolution skills	A/I
Ability to write reports and present these to senior leaders and external partners.	A/I
Ability to develop and implement policies	A/I
Ability to give advice and guidance to parents and other professionals regarding statutory requirements for school attendance.	A/I
Ability to use IT systems effectively to produce reports, record information and monitor outcomes for individual and groups.	A/I
Ability to prepare and present reports in a variety of settings which may include court and child protection meetings.	A/I
Ability to plan, coordinate and deliver large group awareness events or activities to promote positive attendance.	A/I

KNOWLEDGE

Requirements For Grade	MOA
Good knowledge and understanding of legislation, guidance and practice relating to Children's Services	A/I
Good knowledge and understanding of whole family working, family agreements and contracts, team around the family approach within a multi-professional environment	A/I
Good working knowledge and understanding of Outcome Based Accountability (OBA) and restorative practice approaches	A/I
Knowledge of current developments affecting the provision of children's services from a legal, political and social policy context	A/I
Knowledge of Leeds City Council policies around school admission and allocation of places.	A/I
Knowledge of the issues and challenges affecting families new to an area relating to	A/I

admissions and finding appropriate school places.	A/I
NVQ Level 4 qualification in relevant discipline or at least 3 years' experience of working with families	A/I
Knowledge of local community and local services	A/I
Knowledge of the cluster model and an understanding of the individual needs of the 2gether cluster, partners, organisation, learners needs and demographics	A/I
Knowledge of Specialist services available for Children and Young People	A/I
Knowledge and understanding around the problems and factors that cause stress to many of the children and families in the cluster's most vulnerable and targeted areas.	A/I

EXPERIENCE	
Requirements For Grade	MOA
Experience of making decisions with families around education and where required around child protection issues.	A/I
Experience of working in a multi-disciplinary team	A/I
Experience of managing a busy personal caseload and prioritising tasks accordingly	A/I
Experience of working within an Attendance or Admissions background	A/I
Experience of problem solving from a multi-agency perspective.	A/I
Experience of keeping detailed records, case notes, action plans and minutes	A/I
Experience of working with families where there are language barriers	A/I
Experience of using expertise to advise and support professionals on a regular basis.	A/I
BEHAVIOURAL & OTHER RELATED CHARACTERISTICS	
Requirements For Grade	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	A/I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	A/I
Willing to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development	A/I

Economic Conditions:

Hours: 37 hours per week Term time only + 10 days (5 of these would need to be worked in August) some evening & weekend work may be required.

Conditions of Service: NJC Terms & Conditions

PROSPECTS

Promotion: Whilst no guarantee can be given to subsequent promotion, there are currently a number of higher graded posts within the Council which potentially provide the opportunity for career progression within the Council. Any subsequent vacancies will be filled in compliance with agreed Council procedures.

Training: The Council has a positive commitment to the training and development of employees in all areas of its activities. Similarly employees are also expected to adopt a positive attitude to any training provided and also to their own personal development.

Relationships: The promotion of positive relationships of trust and respect are considered a priority. The post-holder will facilitate integrated working within a locality and work with a range of stakeholders in local and city wide services.

Physical Conditions The post holder will be expected to work across a number of buildings in the locality including schools and children's centres. The post holder will be expected to travel within the locality and across the city as required. The post holder may be required to work evenings and weekends. Leeds City Council operates a non-smoking policy.

QUALIFICATIONS

Educated to degree level or with relevant experience and priority given to individuals with a specific background of Family welfare, Social Care, Education, Youth Work, Business Administration or a similar field.

SPECIAL CONDITIONS This post is subject to a higher-level check with the Criminal Records Bureau. In discharging its social services function under the Local Authority Social Services Act 1970, the Department is covered by the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and any applicant is obliged to disclose ALL convictions and cautions, no matter how long ago they occurred and regardless of whether the offences were committed as an adult or a juvenile.

Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Job Description Prepared / Reviewed by:
2gether Cluster Leadership Group

Job Description Approved by: HR

Date: 19/11/2021