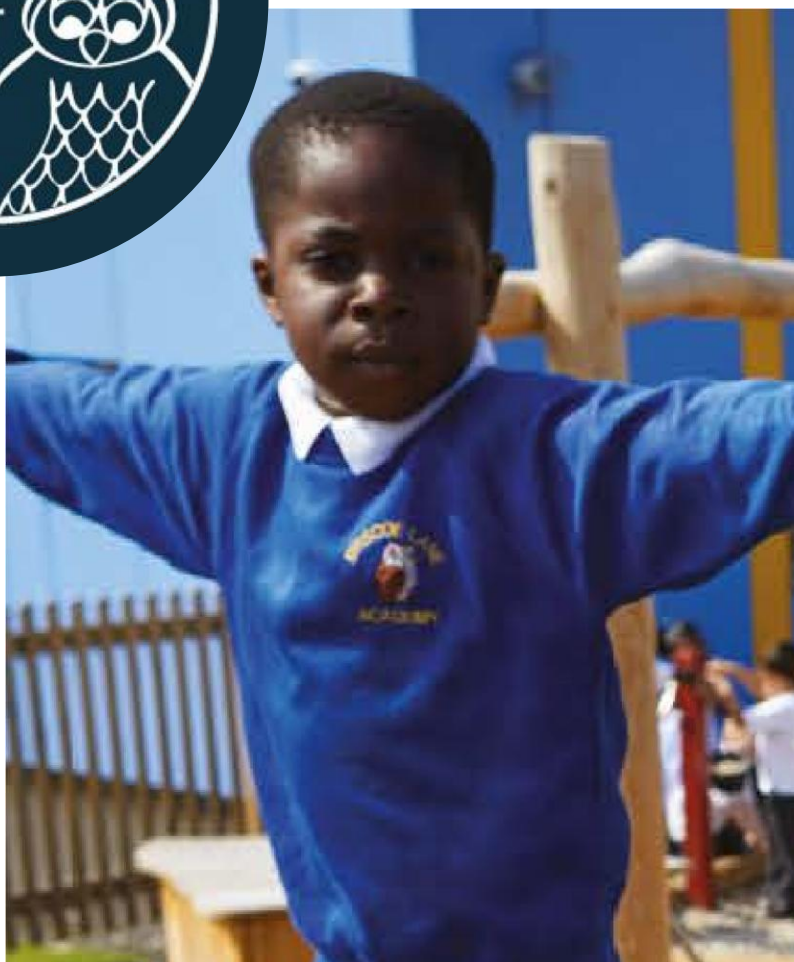




ATTENDANCE OFFICER
RECRUITMENT PACK

Attendance Officer – Job Description

The post holder reports to the Principal and Trust Inclusion Lead. The main contacts of the job are Principal, School staff, School Governors, Teachers, Other outside Agencies, Parents/Carers and Pupils.

Main purpose of the job:

To provide a comprehensive and high quality support service to the schools to improve overall school attendance.

To work collaboratively across the Trust on all sites as required.

Main duties and responsibilities:

- Effectively manage a caseload and ensure casework and documentation is prepared and collated to support legal sanctions, and to present in court.
- In liaison with the appropriate Senior Leadership Team member and key stakeholders support the effective organisation and participation in attendance, initiatives, campaigns, truancy sweeps and school blitzes to improve attendance in school.
- Organise and deliver a regular cycle of training for school and key stakeholders e.g. new teachers and support staff, Governors, etc. on regulations, legislation, best practice guidelines, and LA processes.
- To collate, analyse and produce pupil attendance data, attendance patterns, trends and reports to inform future service delivery and strategic direction to improve attendance in school.
- To co-ordinate, plan and carryout home visits, including cold calling, lone visits and joint visits with other appropriate services e.g. Police, Health, Social Care and Caseworker.
- Assist Senior Leadership Teams in monitoring and enforcing attendance-parenting orders and undertake casework in line with post-prosecution guidelines.
- Assist Senior Leadership Teams to make decisions on a case-by-case basis as to the most appropriate course of action to be taken in any particular case.
- The postholder will ensure practice is consistent with statutory guidance including Working together to improve school attendance (DfE, Aug 2024), Keeping Children Safe in Education, the Education Act 1996 and local authority codes of conduct for attendance enforcement.
- Support the Trust and local authority in administering attendance enforcement in line with national and local rules (including Fixed Penalty Notice procedures and guidance). Maintain accurate case records for any pre- and post-prosecution activity and liaise with legal teams and the LA as required.
- Process and share attendance information in accordance with the Trust's Data Protection (UK GDPR) policies and lawful information-sharing agreements with partner agencies

Safeguarding Children

WOT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as

amended). Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust Equalities policies.

Name: _____

Signed: _____

Date: _____

Attendance Officer – Personal Specification

For this job we are looking for:

- Knowledge and experience of working with children, young people and families and dealing with barriers to education.
- Knowledge, experience and understanding of safeguarding procedures, child protection issues and law and regulations governing the employment of children.
- Knowledge and experience of statutory legislation, guidelines and policies on attendance.
- Ability to plan and prioritise own workload, and meet deadlines within fixed, sometimes conflicting, timescales.
- Willing to work towards presenting prosecution cases in court.
- Experience of working with children and young people, parents/carers to overcome attendance difficulties.
- Excellent IT skills, including spreadsheets, databases, word-processing, and internet/intranet /email.
- High level written, oral and listening communication skills for effective interaction with internal and external contacts including members of the public, elected members and staff at all levels.
- Ability to adapt to challenging situations, people, and respond appropriately using negotiation and influencing skills to achieve objectives.
- Ability to work as part of a team and openly and collaboratively with multi-agency colleagues, while applying the principles of confidentiality.
- Effective analytical skills and problem solving.
- Willing to work towards applying the principle of project management.
- Experience of training desirable.

Personal Style and Behaviour

- Drive, tenacity, and an ability to maintain focus, objectivity and sound judgment under complex conditions to achieve desired outcomes.
- Tact and diplomacy in all interpersonal relationships with external contacts and colleagues at work to establish and maintain positive relationships, which generate confidence and respect. Personal commitment to excellence in service delivery.
- Flexibility to adapt to changing workload demands and new organisational challenges.
- Desire to pursue own personal development and take full advantage of training provided.
- Self-motivation and personal drive to complete tasks to required timescales and quality standards. Ongoing commitment to inclusive education practices and equality of opportunity.
- Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users.
- Flexibility in approaches to work including service location arrangements and working outside core hours.
- Willingness to consent to and apply for an enhanced disclosure check.