

JOB DESCRIPTION

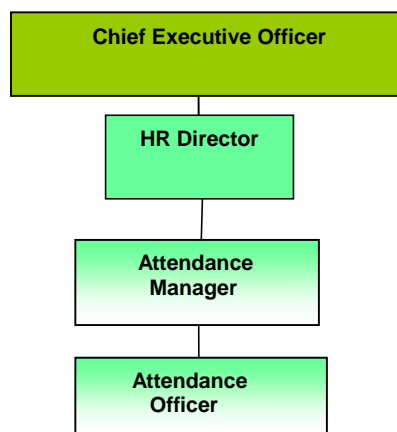
Attendance Service

PARTNERSHIP LEARNING	Service Area: Central Team
Post Reference No:	Location: Various
Job Title: Part time Attendance Officer Term Time (+2 weeks) 21 hrs per week over 3 days	Grade/Salary Range: £17,582 per annum Actual Salary

JOB PURPOSE

- To specifically work to the national and local priorities to improve school attendance
- To provide support to The Trust Attendance Service and Schools in their use of legal sanctions to improve school attendance
- To issue Fixed Penalty Notices when required.
- To collate and analyse data and produce reports

DESIGNATION OF POST AND POSITION WITHIN PARTNERSHIP LEARNING STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

1. To specifically work with the Trust Attendance Service & school staff to support in the legal processes to help improve school attendance.
2. To support the Trust Attendance Service & Schools with the use of legal sanctions such as, Magistrates Court, Family Court and Fixed Penalty Notices.
3. To follow a range of Trust Attendance Service processes in order to ensure the safeguarding of pupils and to report concerns e.g. CME.
4. To support the Trust Attendance Service role in relation to Children Missing Education, Elective Home Education and other service areas of work.
5. To support the Trust Attendance Service in the use of support strategies such as Common Assessment Framework, Support Services, etc.
6. To support schools and agencies to help improve school attendance. Including working with school staff, Social Workers and staff in other agencies.

7. To collate and analyse data and produce reports. In particular to collate attendance information to measure the impact of Attendance Officer Intervention.
8. To support the service in school visits, home visits and attend a range of meetings.
9. To fully participate in regular supervision sessions, staff appraisal schemes and in service and inter-agency training and team meetings
10. To keep up to date with current legislation and national and local guidance in specific areas and to disseminate the information.
11. To issue Fixed Penalty Notices.
12. To maintain and update files and records, using existing systems and processes and ensuring accuracy and security of information
13. To collect process and input data to systems and databases as required, ensuring accuracy and security
14. To produce and format a range of documents, including letters, reports and presentations, ensuring that they are accurate and well-presented meeting specifications and deadlines
15. To carry out any other duties commensurate with the general level of responsibilities of the post

SCOPE OF JOB (Budgetary/Resource control, Impact)

This post has been designed with specific tasks to support the Trust Attendance Service to improve school attendance within Partnership Learning.

The Trust Attendance Service has a statutory duty to consider legal actions such as, Magistrates Court, Fixed Penalty Fines and Education Supervision Orders when there is unauthorised absence from school. The main duties of this post are to work alongside the other Attendance Service Officers in fulfilling their statutory duties. This includes the issuing of Fixed Penalty Notices.

The post holder will have exceptional attention to detail and accuracy skills as these are statutory duties. Evidence for court is produced and on occasions the post holder will attend court. The post holder will also need outstanding data collection, analysis and presentation skills in order to produce information for the team and others on Attendance Service related areas of work.

It is essential that the post holder be able to work well in a multi-agency setting.

This role requires an Enhanced Disclosure from the Disclosure & Barring Service.

PERSON SPECIFICATION

Job Title: Part-time Attendance Service Officer	Service Area: Attendance Service
Reports to (job title): Attendance Service Manager	Post Reference No:

* E = Essential Criterion (required at point of recruitment) D = Desirable Criterion (can be developed over time)

KEY CRITERIA	* E/D ?	CONTEXT (How the criterion will be used in the job)
<u>Qualifications and Experience</u>		
Educated to GCSE or equivalent	E	To be able to write reports and communicate effectively
Excellent ICT skills	E	To be able to produce reports using Microsoft Office
Experience of working with or in schools	D	To understand school systems
<u>Knowledge</u>		
Knowledge of KCSIE & LSCBs procedures in respect of Safeguarding Children	D	To be able to follow the Trust's procedures in respect of Safeguarding Children
KEY CRITERIA	E/D ?	CONTEXT (How the criteria will be used in the job)
<u>Skills and Abilities</u>		
Ability to communicate well both orally and in writing with colleagues, clients, school staff and others	E	To be able to provide clear advice and information to parents/carers, Headteachers, school staff and other professionals on issues relating to school attendance and other Attendance Service areas
Ability to relate sensitively to service users with complex problems	E	To be able to deal with a range of enquiries from clients and others
Ability to provide clear advice and guidance	E	To be able to communicate on service issues, providing advice and guidance
Ability to use Email and Outlook and to use a web browser to access information	E	To be able to research and provide information
Ability to collate and analyse data and produce reports to a high standard	E	To be able to produce reports on a range of Attendance Service related topics

Ability to use Microsoft Office software'	E	To be able to produce letters, agendas, detailed Excel documents, produce leaflets and presentations
To have knowledge of EMS, Capita,S2S, on-line DBS disclosures	D	To be able to download reports to help measure the impact of service intervention, to track children missing from education and conduct on-line disclosure process
Good organisational and time management skills	E	To be able to work to deadlines
Ability to work on own initiative within an agreed framework	E	To be able to work with monthly supervision and prepared to accept responsibility
Ability to cope with stressful situations	E	To be able to work in a calm manner
Ability to follow legal processes and occasionally attend court	E	To be able to follow the Fixed Penalty Notice process
<u>Work-related PersonalQualities</u>		
The ability to work well in a multi-disciplinary environment	E	To be able to work in multi-agency teams and communicate with a wide range of services
An effective team member	E	To be able to work well within a team
<u>Other Work-related Requirements</u>		
Must hold a current driving licence and have daily use of a car	E	To be able to carry out the full range of duties including visiting schools and attending meetings
Ability to work outside normal office hours	E	To be able to work flexibly and outside normal office hours occasionally
To demonstrate a commitment to the Trust's Equal Opportunities policies in practical terms in both the context of service delivery and employment issues and commitment to customer care	E	To be able to follow Partnership Learning Equal Opportunities policy
Have enhanced DBS clearance	E	To be able to meet with children