

Job Description

Job Title	Locality Attendance Officer
Grade	Band G
Reporting To	Manager - Wirral Attendance Service
JD Ref	PC0075G

Purpose

To improve attendance levels in Wirral through providing support to schools and enabling them to promote whole school attendance, address individual pupil absence and where necessary advise on legal interventions.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.
- Build and maintain professional relationships with a locality of schools.

Communication, Engagement and Training:

- Support and advise schools to develop and sustain a whole school approach to attendance.
- Provide challenge, support, intervention and monitoring to individual schools whilst promoting attendance.
- Develop, implement and deliver locality attendance surgeries and training for school based attendance staff to develop schools capacity to manage attendance.
- Support and advise schools to improve individual pupil absence.
- With the agreement of the Manager, to support schools to work with specific pupils and families, including undertaking home visits where appropriate.
- Signpost schools to services and agencies which can assist them to address individual pupils needs.
- Attend school-based attendance meetings/panels where appropriate.
- Provide advice to schools on Wirral's Code of Conduct and enforcement practice, and support the work of colleagues in this field.
- Attend and participate in team meetings.

Data Analysis and Decision-Making:

- Work alongside the School Attendance Improvement & Data Officer to identify attendance trends, and areas of concern in individual schools and provide support for improvement.

Performance Management:

- Support and provide expertise to schools and colleagues to maintain high standards for Elective Home Education, Children Missing in Education and Child Employment and challenge where appropriate.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Keep schools updated on legislation, regulations and Department for Education (DfE) guidance relating to school attendance.
- Work to the required standards of Safeguarding within Wirral Council.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- Work related qualification to a minimum NVQ Level 3 or equivalent experience
- Qualifications in literacy and numeracy

Knowledge & Skills

- Evidence of continued professional development (CPD)
- Demonstrate an understanding of the reasons for non-attendance in schools and actions that can be taken to improve attendance
- Have an understanding of the statutory requirements with regard to pupil registration, school attendance,
- Child Missing Education, and Safeguarding Children in Education,
- Able to demonstrate excellent written and verbal communication skills and active listening skills
- Able to demonstrate appropriate IT skills e.g. use of Excel and database packages
- Able to maintain accurate and up-to-date electronic records
- Able to demonstrate excellent organisational skills including prioritising work and meeting deadlines.
- Able to analyse basic statistical data and to work independently and as part of a team
- Able to demonstrate an understanding of Data Protection and issues relating to confidentiality
- Adhere to Safeguarding policies and procedures

Desirable

- Knowledge of education, school and legal systems
- Knowledge of attendance regulations

Experience

- Working within a team and dealing with enquiries from the public.



ACCOUNTABLE



AMBITIOUS



**RESIDENT
FOCUSED**



PROFESSIONAL

- Working with a range of partner agencies in a professional capacity.
- Working with children, young people, parents and families preferably within an educational setting

Desirable

- Managing situations of conflict.
- Dealing with sensitive issues
- Report writing skills
- Liaising with school staff, Police, Social Care, Health and other agencies.
- Working in educational settings.

Additional Information

The postholder must be able to travel across the borough.

Able to work outside traditional hours, of a weekend and evening as required, adopting an agile working approach in response to business requirements

Health & Safety Considerations:

- Work with VDUs (Video Display Unit) (>5hrs per week)
- Working with children

Approved By: CAROLINE HENDERSON

Date Of Approval: 30/11/2021



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