

Job description

Job title: Attendance Support Officer

Grade: Dorset Grade 11

Job evaluation reference: EY 513

Job family: Education and Youth

Purpose and impact

- To ensure the Local Authority carries out its statutory duty on school attendance and to advise on and initiate appropriate legal action.
- To provide effective and efficient support, advice, guidance and training to schools, governors and parent/carers on all aspects of attendance in accordance with the legislative requirements, national and council policies and objectives.
- To represent the LA on all aspects of school attendance.
- To liaise with schools, parent/carers and DC Legal Services to ensure that Penalty Notices, Parental Prosecutions and Education Supervision Orders are effective and appropriate.
- To manage the day to day provision of advice to parent/carers, Head Teachers, Governors and other partners consistent with current legislation and guidance.
- To develop and provide specific training to Governors, Head Teachers and school staff in accordance with current statutory guidance.

Key responsibilities

1. To work strategically and specifically towards improving school attendance in Dorset; i.e. improving educational outcomes for children and young people within the context of the role.
2. To promote and safeguard the welfare of children and young people in accordance with the LA's safeguarding policies and the policies and procedures of the DSCB.
3. To ensure that all advice and guidance is consistent with current legislation and DfE statutory guidance on school attendance and contribute to the monitoring and review of LA procedures in the context of changing legislation and DfE guidance.
4. To contribute to the development of appropriate procedures on school attendance in schools, having regard to current legislation and guidance.
5. To provide support to parent/carers when legal action has been initiated.
6. Effective analysis of school attendance data to ensure appropriate targeted support is provided to schools.
7. To work with Head Teachers, School Governors, DC partners and other professionals to disseminate good practice with the aim of improving individual and county wide school attendance.
8. To represent DC at Pan Dorset, regional and national meetings
9. Any other lesser or comparable duties as required.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.



Supervision and management

Reporting to: Attendance Manager

Other factors

Resources

1. Business support from within the Learning and Inclusion Business Support team.

Working Environment

2. The post holder will be based at Dorchester initially but may be working from other locations across Dorset as the role develops.

Contacts & Relationships

3. Head Teachers and other school staff, School Governors, elected members, DC staff particularly Learning and Inclusion, Family Support and Legal Services and staff from other Local Authorities.

Work Demands

4. Travel across Dorset, visiting schools and other venues. Some evening work may be required.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria: you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. Relevant professional Diploma/Degree level or equivalent proven experience	Application form
Experience	
2. Experience of working with schools.	Application form
3. Significant professional experience and track record in a relevant role	Application form
4. Significant experience of working in partnership with a wide range of organisations, groups and other agencies.	Application form
5. Experience of working as part of a team	Application form
6. Proven experience of producing and presenting reports and giving presentations	Application form
7. Previous experience of working in a large organisation or Local Authority.	Application form
Knowledge	
8. Knowledge of theory and practice of the relevant specialist area.	Application form Interview Assessment
9. Knowledge and understanding of the role of the Local Authority and the legislation and guidance pertaining to it.	Application form Interview Assessment
10. Good understanding of the work of schools and other agencies.	Application form Interview Assessment
11. Expertise in the law relating to school attendance and the ability to interpret this.	Application form Interview Assessment
Skills and abilities	
12. Ability to build and sustain good working relationships with schools, partners and colleagues	Interview Assessment
13. Excellent oral and written communication skills, including report writing and presentation skills.	Interview Assessment
14. Excellent negotiation skills and the ability to think creatively and problem solve effectively.	Interview Assessment
15. Ability to present timely information in a user-friendly and understandable format.	Interview Assessment



16. Ability to build up a good knowledge of policy, legislation and developments in the field of work relevant to the function.	Interview Assessment
17. Good level of ICT skills	Interview Assessment
18. Ability to work on own initiative and be able to analyse and resolve problems where issues are often contentious and complex.	Interview Assessment
Our values	
19. Respect	Interview Assessment
20. Together	Interview Assessment
21. Accountability	Interview Assessment
22. Openness	Interview Assessment
23. Curiosity	Interview Assessment
Other	
24. Ability to be flexible and have an adaptable approach to work and conflicting demands and deadlines.	Application form
25. Able to fulfil the travel requirements of the post.	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
26. Management qualification	Application form
Experience	
27. Experience of presenting information in court.	Application form
Knowledge	
28. Knowledge of family dynamics, parenting, child development and psychology.	Application form Interview Assessment

Approval

Manager's job title:

Date:

