

# Job Description and Person Specification

**Role:** Local Authority Attendance Officer



# Job Description

<b>Job Title</b>	Local Authority Attendance Officer
<b>Grade</b>	6
<b>Service</b>	Attendance and Children Missing Education Team
<b>Reports to</b>	Senior Local Authority Attendance Officer
<b>Location</b>	Friargate, Floor 9
<b>Job Evaluation Code</b>	L3708D



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### Purpose of the role

- Support the Local Authority's to fulfil its statutory duties, responsibilities and powers for school attendance by ensuring that legal processes are followed for court and enforcement proceedings.
- To promote and deliver the Attendance Traded Offer across all schools in Coventry City.

## Main Duties & Key Accountabilities

### Core Knowledge

1. Work in strong partnership with internal and external stakeholders to enable the Council to fulfil its attendance statutory duties by: producing accurate files (Penalty Notice Form A and B) for presentation by the Legal Department in the Magistrates Court for cases of non-attendance and to attend court where necessary to enable court and enforcement proceedings to be followed through.
2. To provide general advice to schools, parents, stakeholders and partners regarding all issues that impact on children and young people's ability and opportunities to access education (e.g. term time holidays, medical needs etc.)
3. To make arrangements for and to lead on meetings with regards to individual pupils experiencing attendance issues adhering to the requirements of the Local Authority's formal processes (e.g. parenting contract meeting, Penalty Notices).
4. Undertake home visits to investigate absence from school and/or other problems that may be school based. Undertake initial assessment of the situation, formulate and implement action plan to address presenting problem(s). Act as a link between home and school to help resolve difficulties and encourage effective communication. Feedback to schools and jointly monitor and evaluate progress.
5. To ensure that agreed strategies are implemented in an efficient and effective manner.
6. To plan and implement regular visits to support, advise, evaluate and challenge schools' Senior Leaders on the effectiveness of school's procedures for the monitoring of overall and Persistent Absence rates for different groups of students' attendance.
7. Represent the Attendance & Inclusion Team at case conferences and other multi-agency meetings and work as part of integrated teams.

8. To analyse and interpret school absence data with allocated schools to identify areas where improvements are required.
9. Maintain electronic casework records.
10. To ensure targets and deadlines are achieved.
11. To be consumer orientated.
12. Any other duties and responsibilities within the range of the salary grade.



## Person specification

<b>Job Evaluation Code</b>	L3708D
<b>Knowledge</b>	
Knowledge of current education issues	
Understanding of the issues which may cause poor school attendance	
Knowledge of the legislation relating to Education and Children Missing Education	
Knowledge of the legal framework related to school attendance	
Knowledge of intervention programmes that work with children and young people	
Knowledge of safeguarding procedures	
Understanding of Equal Opportunities Policy and anti-discriminative practice	
<b>Skills and Abilities</b>	
Good communication skills	
Negotiating and influencing skills	
Able to develop and maintain professional relationships with children, young people and their parents / carers.	
Able to work effectively with partner agencies	
Able to influence the development of practice in other agencies	
Able to chair meetings and take minutes	
Able to gather and present information in verbal and written form	
Ability to analyse produce and analyse statistical data relating to school absence	
Good organisational skill to prioritise workload and meet conflicting deadlines	
Be IT literate and able to use various applications and software	

<b>Experience</b>
Development of initiatives to increase school attendance
Experience of intervention work with children & young people
Experience of intervention work with parents and carers
Experience of multi-disciplinary multi-agency working
Experience of effective working in a team
Experience of court and legal proceedings
<b>Qualifications</b>
NVQ 3 (or equivalent) relevant to the post or considerable experience in a similar setting
<b>Special Requirements</b>
This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

<b>Date Created</b>	June 2019	<b>Date Reviewed</b>	May 2020
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