



Coventry City Council

Job Description

Job Title:	Local Authority Attendance Officer	Job Number:	L3708D
Directorate:	Education & Skills	Post Number:	New Post
Service:	Education Inclusion & Attendance	Grade:	6
Location:	Friargate, Floor 9		

Job Purpose:

- 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 and Responsibilities:

- 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.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: N/A

Responsible to: Senior Local Authority Attendance Officer

Date Reviewed: June 2019

Updated: May 2020



Coventry City Council

Person Specification

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Area	Description
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Knowledge:	• 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

Skills and Abilities:	• 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

Experience:	• 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



Coventry City Council

	<ul style="list-style-type: none"> • Experience of court and legal proceedings
Educational:	<ul style="list-style-type: none"> • NVQ 3 (or equivalent) relevant to the post or considerable experience in a similar setting
Special Requirements:	<ul style="list-style-type: none"> • 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)

Date Reviewed: June 2019

Updated: May 2020