

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.



Job description

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 behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under '[Working for Dorset Council](#)'.



Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Qualifications/ training/registrations
Required by law, and/or essential to the performance of the role
1. Relevant professional Diploma/Degree level or equivalent proven experience
Experience
2. Experience of working with schools.
3. Significant professional experience and track record in a relevant role.
4. Significant experience of working in partnership with a wide range of organisations, groups and other agencies.
5. Experience of working as part of a team
6. Proven experience of producing and presenting reports and giving presentations
7. Previous experience of working in a large organisation or Local Authority.
Skills, abilities & knowledge
8. Knowledge of theory and practice of the relevant specialist area.
9. Knowledge and understanding of the role of the Local Authority and the legislation and guidance pertaining to it.
10. Good understanding of the work of schools and other agencies.
11. Expertise in the law relating to school attendance and the ability to interpret this.
12. Ability to build and sustain good working relationships with schools, partners and colleagues
13. Excellent oral and written communication skills, including report writing and presentation skills.
14. Excellent negotiation skills and the ability to think creatively and problem solve effectively.
15. Ability to present timely information in a user-friendly and understandable format.
16. Ability to build up a good knowledge of policy, legislation and developments in the field of work relevant to the function.
17. Good level of ICT skills
18. Ability to work on own initiative and be able to analyse and resolve problems where issues are often contentious and complex.
Behaviours
19. Responsibility
20. Respect
21. Recognition
22. One Team: Collaboration
Other
23. Ability to be flexible and have an adaptable approach to work and conflicting demands and deadlines.
24. Able to fulfil the travel requirements of the post.



Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

Qualifications/ training/registrations	
25. Management qualification	
Experience	
26. Experience of presenting information in court.	
Skills, abilities & knowledge	
27. Knowledge of family dynamics, parenting, child development and psychology.	

Approval			
Manager		Date	

