

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE: EARLY HELP & SCHOOLS
SECTION: Virtual School
LOCATION: NUMBER ONE RIVERSIDE, SMITH STREET, ROCHDALE
JOB TITLE: Virtual Schools Attendance and Engagement Officer

POST NUMBER

Grade 6

Accountable to Virtual School Deputy Headteacher, Extended Duties

Accountable for N/A

Hours of Duty 37 flexible working hours per week in accordance with the needs of the service

Any Special Conditions of Service Casual Car Mileage Payable

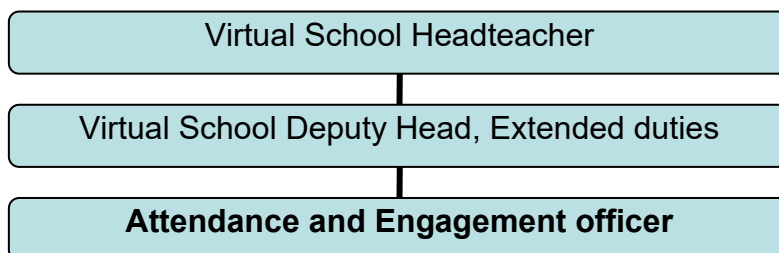
The Postholder may be required to attend occasional events outside of the standard working week.

The Council operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the Council which is wholly owned, leased or operated and occupied by RBC.

Appointment to this post is subject to an enhanced DBS including a barred list check against the child workforce

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

- The Virtual School has statutory duties in promoting the education of cared for children and previously cared for children up to the age of 18 and its non-statutory extended duties to promote the education of children with a social worker and those living in Kinship Care arrangements.
- The Attendance and Engagement officer will provide advice, guidance and training to schools, colleges, social care colleagues, foster carers and other stakeholders in line with the DfE 'Working together to Improve School Attendance' for children in care, children with a social worker and those previously in care.
- To provide guidance and support to Virtual School cohort leads, schools, social workers and foster carers in relation to attendance and engagement concerns

Control of Resources

Personnel

To be responsible for the direction, support and motivation of self and any staff under the post holder's control.

Financial

To work in accordance with Financial Regulations and procedures of the Council.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the Council's rules and regulations relating to the use of ICT, email and intranet/internet access.

IT Statement

To adhere to the Council's rules and regulations relating to the use of ICT, email and intranet/internet access.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

All colleagues within the school service and all other council staff.

School staff, headteachers, Governors, Parents, Health Service, Connexions, Police, voluntary organisations and other relevant external agencies

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy and Rochdale's Child's Protection Procedures.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below

- Proud
- Passionate
- Pioneering and Open

Be aware of and apply these behaviours at all times.

Principal Duties

1. Support the work of the Virtual School through providing information, advice and guidance on the educational needs of Cared for Children and previously Cared for Children to education settings, carers, Children's Social Care staff and any other key stakeholders
2. Support the aims of the Virtual School in opportunities of monitoring school attendance and supporting a strategic response to championing education for vulnerable cohorts.
3. Support wider services in the LA to fulfil the To keep up to date with current legislation, policies and practice in relation to the Children under the remit of the Virtual School

Ensure multi-agency collaboration and work with key partners to develop and sustain effective working relationships. Attend and contribute to meetings for cared-for children where attendance and or engagement is a barrier to success, including PEPs, care planning, and EHCP reviews.

4. Contribute to improving the attendance of cared-for children by supporting and challenging schools to explore all appropriate LA provision and support.
5. Establish, sustain and form close working relationships with local stakeholders and partners to implement wider opportunities for engagement with programs which promote aspirations for cared-for and care experienced young people,
6. Enabling Cared for and previously Cared for Children and young people to be actively involved in their own education by gaining consultation to enable their voices to be heard and to celebrate their successes.
7. Maintain accurate records and up to date case files. Collate data around attendance and use this to identify key trends and areas of intervention
8. To attend relevant education and multi-agency group meetings and regional/national NAVSH forums as a Virtual School representative on behalf of the VHT

9. Support other functions of the service as and when required, such as delivering of bespoke attendance-related training for social workers, schools, and carers, supporting cohort leads and contributing to Corporate Parent Board and Governing board reports

Secondary Duties

- 1 Participate in Council programmes of in-service training, both as a trainer and as a facilitator.
- 2 Attend meetings as may be necessary on behalf of the Team leader/ strategic lead or his / her representative.
- 3 To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Service Head (or nominated representative) in consultation with the postholder and if she/he wishes with her/his trade union representative.

Job Description prepared by	<u>Vikki Robinson</u>	Date	<u>March 2025</u>
		Date	
Agreed by Postholder	_____		_____
		Date	
Supervisor	_____		_____
		Date	
Chief Officer	_____		_____

**Rochdale Borough Council
Person Specification**

SERVICE :	EARLY HELP & SCHOOLS	POST :	Attendance and Engagement officer
SECTION :		POST NUMBER:	
JOB REF:		GRADE:	6

Note to Applicants:

The Service is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

ESSENTIAL CRITERIA	Essential (E) Or Desirable (D)	How identified: AF Application form I interview A Assessment
(a) Special Working Conditions		
1 Please confirm you are able and willing to travel across the Borough of Rochdale to appointments.	E	AF/I
(b) Qualification and Experience		
2 Confirm what relevant experience (and give examples) you have of promoting attendance and engagement for children/young people	E	AF, I
3 Do you have GCSE Grade 4 or above (GCSE Grade C or above) or equivalents in Maths and English?	E	AF Certificate check at interview
4 Please share your knowledge, understanding and awareness of educationally vulnerable children especially those who are in care, been in care, or on the edge of care e.g. on Child In Need/Child Protection Plans	E	AF, I
5 Please give examples of your experience of successfully using innovative strategies, and interventions to support and promote outcomes for vulnerable cohorts in education.	E	AF, I
(c) Skills and Knowledge		
6 Tell us about your knowledge of the legal framework related to attendance and absence and the barriers vulnerable cohorts may face.	E	AF, I
7 Please provide examples of your ability to prioritise work for yourself and other members of the team.	E	AF, I
8 Please share examples of how you fostered and maintained a positive, proactive approach to working with other agencies/professionals to reach positive outcomes for vulnerable children and young people	E	I

ESSENTIAL CRITERIA		Essential (E) Or Desirable (D)	How identified: AF Application form I Interview A Assessment
(c) Skills and Knowledge (continued)			
9	Please demonstrate a good level of interpersonal skills with children, adults and multi-agency professionals.	E	I
10	Please provide examples of how you have kept confidentiality.	E	I
11	Please provide evidence of how you collate, analyse and share educational information and data and any impacts from your analysis	E	I
(d) Behaviours and Values			
12	<p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> • Proud of the difference we make • Passionate about the diversity of the Borough • Pioneering and Open in our approach <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	I