

Attendance Officer

Service	Reporting to	Location	Grade	Hours
School Attendance Team	Attendance Advisor	Various	3B	36 hours per week, term only plus 10 days

About the role

- To be part of the School Attendance Team, working directly with schools within a locality who have purchased Attendance Support Officer support as part of an SLA (service level agreements).
- To perform the tasks and functions applicable to the SLA for each school, supporting schools to fulfil their statutory duties around attendance.
- These tasks will vary from school to school, but could include:
 - Working directly with families to remove barriers to attendance – e.g. home visits, building relationships with children and their families.
 - Planning and delivering training to schools
 - Working in partnership with other professionals to ensure there is appropriate and timely support/intervention in place to improve attendance for individuals, including supporting the school by representing or joining the school at multi-agency meetings.
 - Arranging and leading Attendance Panels
 - Delivering attendance assemblies.
 - Supporting schools with the completion of referrals to other agencies.
 - Supporting schools with preparation of documentation for legal interventions e.g. fixed penalty notices, aggravated offences/fines
 - Acting as the lead officer on behalf of the school in relation to legal orders and initiate prosecution proceedings where the school could be the lead officer.
 - Providing advice and support for schools to fulfil their responsibilities in relation to attendance, including reviewing their policies, processes, escalation of interventions.
 - Reviewing and analysing attendance data in preparation for the school's termly Targeted Support Meeting with the Attendance Advisor
 - Providing advice and guidance to parents around their responsibilities in relation to regular school attendance
 - To maintain secure, accurate and appropriate records on children's files where relevant.

Job code:
Job score:
Date of evaluation:

#HappytoTalkFlexible



Salford City Council

Key outcomes

- The expectations of the individual schools' SLAs (service level agreements) will be met.
- Schools will be in receipt of high quality identified support from the Attendance Support Officer, which will improve attendance for identified children, or for a cohort.
- Working relationships with schools, other professionals, children, young people and their families will be established and maintained to ensure the safeguarding of children and young people.
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What we need from you

- To model and demonstrate our values and behaviours.
- Professional credibility through proven relevant experience.
- In-depth knowledge of attendance legislation, regulations and statutory and non-statutory guidance for schools and the Local Authority.
- Experience of working in partnership with schools and other partners to identify and implement successful attendance improvement plans.
- Proven ability to be flexible, resilient and solution focussed. Experience of attending multi-agency meetings and offering credible and professional advice and contributions to multi-agency plans around attendance.
- An ability to identify and manage risk and take appropriate action to mitigate or eliminate risk.
- A good understand of attendance data, and the ability to analyse, interpret and present meaningful school attendance data.
- A track record of excellent interpersonal skills, which support positive professional relationships within the team, the wider Council and with schools and partner agencies, including the effective and productive use of professional challenge where necessary.
- The ability to create and deliver concise, engaging, and accurate information and training to a range of audiences.
- Ability to manage conflicting demands and effectively prioritise.
- Ability to work in an environment of change to achieve results/outcomes through using initiative and sound judgement, while seeking out workable solutions and approaches to situations.
- Excellent IT skills.
- Ability to drive and be able to travel to schools and other locations for work.

What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It is important you also take full advantage of any informal learning available to you during the course of your work.

Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR (General Data Protection Regulation), Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](https://www.instituteofapprenticeships.com/) website.

A digital organisation

Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea](#) website.

Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

Our values



Pride

Passion

People

Personal responsibility

Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.