

## Pupil Absence Team Leader

## Role Profile

<b>Service:</b>	Children's Directorate, Education of Vulnerable Children Service
<b>Grade:</b>	Band 9
<b>Reporting to:</b>	Behaviour and Attendance Adviser
<b>Responsible for:</b>	Pupil Absence Officers



**TRAFFORD**  
COUNCIL

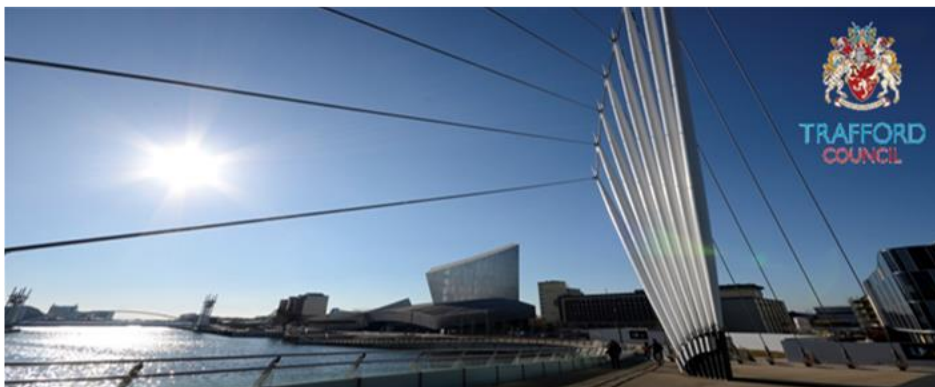
## About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

***Our vision: Trafford – where all our residents, businesses and communities thrive***

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



## Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

**At Trafford Council we are EPIC**

**We EMPOWER** – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

**We are PEOPLE CENTRED** – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do and create an environment that enables everyone we work with to thrive and succeed.

**We are INCLUSIVE** – We are committed to creating an environment that values and respects the diversity and richness differences bring.

**We COLLABORATE** – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

## About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

### Overview

The Team Leader for the Pupil Absence Team leads and manages a specialist service focused on improving school attendance, meeting statutory responsibilities, and safeguarding children missing education (CME). The role provides operational leadership across pupil absence, fair access, statutory absence returns, CME tracking, Child Employment and Entertainment Licensing (CEEL) functions and statutory processes, while working closely with schools, families, and multi-agency partners to ensure pupils are supported back into education. The postholder represents the service in a range of strategic forums and plays a key role in implementing new initiatives that improve outcomes for vulnerable children.

### Your main priorities

- Lead and manage the Pupil Absence Team to ensure high-quality, effective delivery of statutory and operational duties.
- Ensure pupils who are not in education are identified, tracked and returned to suitable provision through timely interventions and multi-agency coordination.
- Oversee the monitoring, analysis and use of absence data to inform planning, targeted action and service improvements.
- Manage statutory processes including CEEL responsibilities, School Attendance Orders and absence returns.
- Represent and champion the service across key panels, forums and safeguarding initiatives.

### Key Duties

- Managing and providing leadership to the Pupil Absence Team.
- Ensuring that advice, processes and policies are in line with current education legislation and DfE guidance, including Children Missing from Education, Working Together to Improve School Attendance, Alternative Provision Guidance, Permanent Exclusion and Suspension Guidance and Elective Home Education Guidance.

- Overseeing all aspects of CEEL delivery, including chaperone training, licence issuing and premises inspections.
- Coordinating work with key stakeholders to support the return to education of pupils not on roll or not otherwise educated.
- Managing operational processes related to the Fair Access Protocol, ensuring follow-up, allocation activity and direct work with pupils, schools and families.
- Ensuring statutory absence returns are submitted, monitored and acted upon appropriately, including the monitoring of reduced timetables.
- Overseeing monitoring and tracking of absence data, evaluating information and developing tailored action plans where required.
- Ensuring all Children Missing Education (CME) cases are accounted for, including timely safeguarding visits and school liaison.
- Leading on the issuing and implementation of parental responsibility measures.
- Sitting on the Medical Education Panel and taking forward actions for children supported under section 19 of the Education Act.
- Representing the service in the implementation of new initiatives across Greater Manchester.
- Representing the service at safeguarding forums.
- Promoting best practices for safeguarding and related initiatives across the service.
- Undertaking any such other duties as required that are commensurate with the grade of the post and which may be required by the service.

## About You

### **Qualifications and Professional Development**

- Level 6 qualification in social work, youthwork, psychology or education or relevant professional experience of working with children and young people.
- Evidence of continued professional, managerial and personal development.

### **Experience and Knowledge**

- Significant experience in a similar sector with 3 years' experience at a senior level
- Experience of working at a management level in a complex multi-agency organisation
- Experience of influencing, supporting and implementing change in collaboration with partners
- Experience of project, business or service planning and management reporting
- Experience in interpreting government guidance and translating into delivery at a local level

- Experience of managing staff and applying relevant policies and procedures in areas such as attendance management and disciplinary
- Proven experience of using performance management framework to ensure effective performance monitoring of staff and service delivery
- Experience of promoting diversity and creating equality in service delivery
- In depth understanding and working knowledge of relevant DfE, Ofsted and safeguarding guidance
- Working within the data protection regulations
- Understanding of wider children and young people's service national, regional and local policies
- Working with children and/or young people and their families/carers in a similar or related field

### **Skills and abilities**

- Highly developed written and oral communication skills, including report writing and presentations
- Excellent interpersonal skills and ability to work with families, partners and stakeholders to influence others, inspire confidence and challenge where appropriate
- Ability to challenge and support, whilst being able to deal with sensitive issues in a professional and confidential manner
- Strong problem solving and creative thinking skills that link to strategic decision making and planning
- Highly developed information management skills
- Ability to seize opportunities for continuous organisational improvement
- Ability to lead and motivate staff teams and of developing a culture that achieves a high level of performance
- Ability to work under pressure and to tight deadlines
- Ability to effectively use case management system, such as EYES (Early Years & Education System)

### **Special Conditions**

- Role will require lone working in challenging environments
- Car user / full driving license required
- Willing and able to travel to sites within the Trafford Borough
- Enhanced DBS (with Children's Barred Checklist)
- Occasional evening and weekend work

Date prepared/revised	28.6.19 / 31.3.26 (refreshed)
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Prepared/revised by	Alistair Black
Job Evaluation	Existing evaluation

### **Health and Safety**

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

### **Equalities & Diversity**

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

### **Customer Care**

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.  
To recognise the value of its people as a resource.

### **Training and Development**

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

### **Policy**

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

### **Information Governance**

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.