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## Your job

**Job Title: Lead Attendance Officer**

**Service: Attendance Team**

**Grade: 8**

**Reporting to: Attendance Team Manager**

As a Lead Attendance Officer, you will have a pivotal role in improving school attendance. You will support the local authority and schools in meeting their statutory attendance duty as defined in 'Working together to improve school attendance' and 'Keeping children safe in education'. Working with schools, other council services and partners you will facilitate positive change, whilst providing support to both families and professionals.

Working closely with schools, families and other services you will build positive relationships that allow for critical support. You will carry out focussed meetings with agreed actions which will have a meaningful impact on school attendance. You will be accountable for your own work, the impact of that work in delivering against targeted intervention in schools and accurate record keeping informing wider service development.

In your role you will work with school attendance 'Champions' to discuss best practice and work alongside them to secure improvements for both individual pupils and groups of pupils.

### **Mandatory Statement**

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

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## In this job you will:

In the next 12 months, you will:

- Implement and embed the local authority's statutory duty in relation to 'Working Together to Improve School Attendance', taking the lead for a cohort of schools.
- Develop positive working relationships with schools, other services and partners to support improvement of school attendance for groups of children and individuals.

On an ongoing basis you will:

- Use your experience of understanding the underlying causes and barriers to attendance to impact positive change.
- Analyse school data, identify trends and create action plans including, challenging and supporting school senior leaders to develop process and policies in relation to poor school attendance.
- Ensure that ordinarily available inclusive practice and the graduated approach to need are utilised to identify, address and impact attendance for children in Wigan schools.
- Where poor school attendance is a concern, ensure that considered and suitable plans for improvement are in place as part of termly conversations and your role as the school link.
- Support and empower partners to deliver Early Help at level 1 with a particular focus around school attendance. Where the attendance service is the most appropriate agency to coordinate support for a pupil or family you will act as lead professional.
- Using experience and sound professional judgement, triage cases referred to the 'Attendance Pathway' to ensure that attendance enforcement action is applied to cases meeting criteria.
- Providing advice and guidance to schools and wider professional groups around the underlying causes and barriers to attendance and how to address these in the context of other services and a sound plan to improve.
- To provide leadership, challenge and support to Attendance Officers in key areas of work.

Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

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## In this job you will need:

You must be able to demonstrate the following essential requirements:

- A relevant professional qualification and significant experience of working with children, families and other services.
- A sound knowledge of 'Working Together to Improve School Attendance' and 'Keeping children safe in education'.
- Knowledge of the Early Help framework and or specialist assessment processes.
- A thorough working knowledge of safeguarding procedures, and local multi agency guidelines on child protection and a good understanding of Wigan Safeguarding Children Partnership priorities.
- Professional curiosity and the ability to robustly challenge in areas of concern.
- Awareness of the potential barriers to school attendance for children, young people and their families, and utilise potential strategies to address them.
- Knowledge and experience of legal proceedings in accordance with the Education Act and associated attendance legislation.
- Experience of analysing attendance data, identifying trends and implementing intelligence led actions to address barriers to learning.

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## Our Culture

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

<b>Be Positive</b>	“ Take pride in all that you do and support and develop yourself and others. ”
<b>Be Accountable</b>	“ Be responsible for making things better, enabling change and supporting improvement. ”
<b>Be Courageous</b>	“ Be open to doing things differently and working collaboratively with others. ”
<b>Be Kind</b>	“ Be helpful, generous and thoughtful towards yourself and others. ”