

Attendance and Engagement Officer (Grade F)

Job Description

Key purpose of the role

Enable the Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place by working with families, children and schools to improve school attendance across our Trust of Schools.

Your responsibilities

- To deliver a consistent high-quality Trust Attendance Engagement Service.
- Provide direct support and advice to schools with attendance related issues.
- To remain current in terms of knowledge in relation to the DfE and Local Authority guidance and legal framework for school attendance.
- Work with families and pupils to help them understand and fulfil their legal responsibilities in relation to school attendance.
- Monitor and record the outcomes of planning and review meetings with parents/pupils to improve their child's attendance.
- Maintaining appropriate casework, records and files.
- Provide advice and support for schools and Trust Leaders on policies/procedures/strategies in relation to managing attendance, legal responsibilities and ensuring statutory compliance.
- Monitor and review pupil level attendance data, advising key staff of trends and concerns, and support with attendance/registration code reviews as required.
- Work with relevant agencies to ensure a coordinated approach in relation to both challenge and support for improving attendance at school, therefore maximising pupil outcomes and opportunities as a result.

Grading criteria

- Provide on the job training for school colleagues in relation to the service and oversee quality of work.
- Establish the best course of action using creativity and innovation within general guidelines.
- Undertake comprehensive assessment, planning and evaluation, as situations will not be straight forward or well established. The post holder will have some authority in the provision of services.
- Undertake work where there is a wide range of choices, where advice is not normally available and/or decisions where policy, procedures and working standards provide only general guidelines.
- Make decisions which have significant implications for the service or have a significant effect on employees or other individuals.
- Work may be subject to interruption but the program of tasks will not be subject to significant change.
- Ability to undertake a variety of advanced tasks in their specialist area which requires detailed knowledge and skills.

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Person Specification

Qualifications	<ul style="list-style-type: none"> • NVQ 4/ BTEC/ HNC or equivalent level of knowledge and experience • GCSE or equivalent level 2 pass in English and Maths • Level 3 Safeguarding 	<p>Essential</p> <p>Essential</p> <p>Desirable</p>
Experience	<ul style="list-style-type: none"> • Experience of delivering Education Welfare / Family Support / Attendance support or working within a similar field • Proven ability to provide advice and guidance in accordance with legislation and in partnership with other agencies • Experience of maintaining accurate data, producing statistical and factual reports 	<p>Essential</p> <p>Essential</p> <p>Desirable</p>
Key skills	<ul style="list-style-type: none"> • Knowledge of education law affecting school attendance • Knowledge and experience of safeguarding children • Excellent administrative and organisational skills • Ability to manage workload of self and others to achieve positive results • Excellent interpersonal and communication skills • Able to fulfil all aspects of the role with confidence and fluency in English 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Values	<ul style="list-style-type: none"> • Ambitious: works hard, has the highest standards and is positive for the future. • Selfless: is self-aware and emotionally intelligent to be able to support self and others to thrive. Works selflessly to support the Trust's mission and strategic priorities. • Collaborative: builds strong relationships and networks. 	<p>Essential</p> <p>Essential</p> <p>Essential</p>
Job Evaluation	<p>JE Job Number: AD6</p> <p>JE Score: 444</p> <p>Grade: F</p>	

We are an **ambitious** and **inclusive** Trust of schools
strengthening communities through excellent education.

