

Job Description

Job Title	Statutory School Attendance Officer
Directorate	Children and Young People's Service
Service Area	Education
Grade	7
Competency Level	2
Salary	£40,777 - £46,142
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Enhanced with Child Barred List (Child Workforce)
Job Evaluation Ref No	A10445

Job Purpose

To ensure the local authority is compliant in its statutory responsibilities for school attendance by statute, regulation, and government guidance in 'Working Together to Improve School Attendance 2024.' Ensuring the local authority delivers its statutory functions in relation to school attendance. Providing a dedicated link for schools to receive advice, guidance, and support, and to help identify and unblock area-wide barriers to attendance.

Directly Responsible For:

Not applicable

Directly Responsible To:

Statutory School Attendance Team Manager

Main Areas of Responsibility

- Being the named point of contact for a group of schools and settings within a locality area providing advice to senior leaders on national attendance guidance, strategies, and legal proceedings
- Ensuring legal procedures are followed for non-attendance, including producing legal documentation for presentation at the Magistrates Court, issuing penalty notices and managing enforcement and Family Court proceedings
- Analysing school data, identify trends, supporting and challenging school senior leaders to develop process and policies in relation to improve school attendance
- Research and disseminate national school attendance process and procedures to ensure schools and settings are kept up to date with changes in legislation, guidance and policy
- Provide advice to school leaders on policy and procedures in relation to school attendance, including contributing to and evaluating school attendance support plans
- Develop positive working relationships with schools, other services and partners to support improvement of school attendance for groups of children and individuals
- Build strong relationships and collaborate with the school's Designated Attendance Lead

- Conduct Targeting Support Meetings. Provide a report to each school following the meetings and ensure schools implement recommendations for specific children
- Provide opportunities to schools of all types to come together to share effective practice and collaborate with them to improve attendance
- Act as the lead professional for families with high-level absence subject to statutory orders, conducting home visits, and developing, implementing, and reviewing attendance support plans
- To lead and attend multi-agency meetings to help support a better outcome for individual families with a focus on improving school attendance.
- Attending Child Protection Conferences, Core Groups and Team around the Family (TAF) meetings, as required
- To communicate effectively with team members and colleagues from internal, external agencies and voluntary sector to support a workforce response to improving school attendance
- To invoke and follow the local authority procedures for children suspected of or identified as having been abused or at risk of abuse or harm
- Work with partner agencies to ensure all children are safeguarded against exploitation. Focussing on children receiving a suitable education by adopting a whole family, restorative approach to reduce risk and improving outcomes for children
- Support the local authority in its statutory duties in relation to Section 19.
- Ensure children of statutory school age are receiving appropriate education in school or otherwise, in accordance with statutory guidance for Children Missing Education
- Maintain accurate records within the local authority's management information system of all work undertaken
- Undertake statutory action for non-attendance cases when necessary, including preparation and presentation of cases in court, under the Education

Act 1996 and the Children Act 1989; and to be the supervising officer for Education Supervision Orders

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- Business travel - related to working with families in their home environment
- Using a computer screen

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance

- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level: **Level 2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- A degree or equivalent qualification in Education Welfare, Social Work, Teaching/Education, Youth Work, Children & Young People, Social Science or a related field (A, I)

Desirable

- Experience of working in a local authority as an Education Welfare Officer

Experience

Essential

- Experience of working with children/young people in schools/educational establishments (A, I)
- Experience of managing a diverse workload, working with multi-agency partners (A, I)
- Experience of visiting families and children at home (A, I)

Desirable

- Experience of delivering training to a variety of audiences

- Experience of representing a local authority in the Magistrates and Family Court

Skills/Abilities

Essential

- Excellent people skills with the ability to engage with children, young people, parents and carers (A, I)
- A good understanding of statutory guidance and legislation relating to school attendance, safeguarding, school admission SEND and school exclusion (A, I)
- An understanding of safeguarding legislation and related practice issues (A, I)
- Effective writing skills and the ability to draft reports for a range of purposes and to present, including appearance in court (A, I)

Desirable

- The ability to seek out / develop innovative practice
- Developed analytical skills

Commitment

Essential

- A commitment to continuous professional development and best practice (A, I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council



Other

Essential

- This post is subject to an Enhanced Disclosure and Barring Service (DBS) check

Desirable

- Flexibility to work outside of normal hours when required
- Travel within the city for the purposes of business as well as outside the authority on occasion
- Full UK driving licence and access to a vehicle