ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DIRECTORATE	**CHILDREN'S SERVICES**
DEPARTMENT	**INCLUSION LEARNING AND ACHIEVEMENT**
SECTION	**TARGETED ATTENDANCE IMPROVEMENT and ADVISORY SERVICE**
POST DESIGNATION	**TARGETED ATTENDANCE IMPROVEMENT and ADVISORY OFFICER**
GRADE	**PO1**
REPORTS TO	**HEAD OF SERVICE – TARGETED ATTENDANCE IMPROVEMENT AND ADVISORY SERVICE**

PURPOSE OF JOB:

To be responsible to the Senior Officer for:

1. To undertake the specialist role of Targeted Attendance Improvement and Advisory Officer and stay abreast of governmental, DfE legislation, regulation and policy changes, that influence changes to service delivery, sharing knowledge and ensuring a high standard of professional practice, to assist the Local Authority, specifically schools, to meet statutory obligations with regards to school attendance and the welfare of its pupils through the Working Together to Improve School Attendance statutory guidance and associated legislation/ guidance.

2. Implementing the Council's clear strategic vision to promote good attendance and positive outcomes, ensuring that all relevant partners make promoting good school attendance part of their business.

MAIN DUTIES

1. To establish and maintain effective working relationships with schools, partners, internal and external agencies, contributing towards raising standards of achievement and promoting social inclusion whist challenging attitudes, behaviour and performance to champion and protect the rights of children to access education.

2. To undertake regular visits to allocated schools, offering advice, support, and challenge where necessary to ensure they are meeting statutory obligations in

relation to school attendance. To inspect admissions and attendance registers, undertaking statistical analysis, advising on targeted action and whole school strategies in line with legislation, statutory and non-statutory guidance.

3. Demonstrate commitment to safeguarding children and families, ensuring own and team's compliance with Royal Greenwich's Child Protection and Safeguarding Policies and Procedures. Maintaining professional curiosity at all times, to as far as possible safeguard children and young people.

4. To undertake casework with children and their families, providing advice as to parental responsibilities and legal implications of irregular school attendance. Ensuring timely progression, working within agreed timescales, accurate recording and sign-posting, and referrals to agencies as appropriate.

5. To work with pupils and families who may be resistant to intervention or may face significant social and economic challenges, investigating any barriers to regular school attendance. To use Early Help/Prevention as a tool to make initial assessments of the child and family, undertaking the role of Lead Professional as appropriate, coordinating / attending multi-agency support meetings as required.

6. To undertake unaccompanied home visits, both planned and unannounced, to establish reasons for absence, to encourage positive links between home and school, to offer advice and guidance with the aim of improving levels of attendance. To take appropriate action in the context of LA statutory obligations.

7. To contribute to the raising of achievement and improved outcomes for the children of the Royal Borough of Greenwich by improving attendance at school, through analysing and evaluating data, advising on targeted action and whole school strategies in line with legislation, statutory and non-statutory guidance.

8. To advise and guide schools on the promotion of good practice and compliance with relevant legislation, statutory and non-statutory national and local guidance in relation school attendance, issuing of Penalty Notices, children missing education, elective home education and children in employment.

9. To monitor and analyse school attendance data, to assist and participate in the development and review of whole school attendance policies and procedures and evaluate their operation and effectiveness.

10. To evoke the powers of the local authority by undertaking enforcement action as necessary as defined within the Education Act 1996, balancing the enforcement of attendance laws with the provision of support to pupils who may have underlying issues affecting their attendance.

11. To develop and participate in training programmes, presentations and facilitate training regarding attendance legislation and procedures, for internal staff/partners and for school staff/external partners, as required.

12. To assist schools to develop policy and practice aimed at improving school attendance, evaluate their operations and effectiveness and promote the use and analysis of data to effect change and target interventions. Providing reports and school data on a monthly, quarterly and ad hoc basis as specified and as required by the Head of Service.

13. To adhere to the expectations of the Working Together to Improve School Attendance Statutory guidance, in considering the most appropriate intervention when undertaking casework, i.e. the use of Education Supervision Orders, Parenting Orders, Penalty Notices and/or legal intervention.

14. To produce reports for school intervention meetings, pre-court conference meetings, child protection conferences, core groups and others as appropriate.

15. To work closely with the Courts Officer in preparing cases for magistrate's court. To make recommendations and participate in decisions regarding the implementation of court proceedings. To prepare Section 9 witness statements for court to a high quality and in compliance with criminal procedure rules. Attending court, tribunals and other hearings as appropriate, undertaking the role of witness for the prosecution in trials.

16. To ensure accurate and up to date recording on the case management system.

17. To manage payments made and received by the service, ensuring compliance with financial regulations and agreed procedures.

18. To undertake any other work appropriate to the level and general nature of the post's duties.

19. Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.

20. To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.

21. To perform all duties in line with Council's staff values showing commitment to improving residents' lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.

22. This post requires an Enhanced DBS with children's barred list and will be supported by Safer Recruitment tools.

23. You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the Post-Holder normally reports to: Senior Officer.

Person Specification

Job Title	Targeted Attendance Improvement and Advisory Officer
Grade	PO1
Service/Section	Targeted Attendance Improvement and Advisory Service / Inclusion, Learning and Achievement
Directorate	Children's Services

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
Excellent knowledge of the Working Together to Improve School Attendance Statutory Guidance 2024 (amended 2026).	E
Knowledge of the causes of irregular school attendance and ability to establish strategies and initiatives to improve attendance and reduce persistent absence.	E
Knowledge of safeguarding legislation, child protection procedures and the early help assessment framework.	D
Skills and Abilities	
Strong organisational/time management skills and the ability to manage changing priorities and work under pressure.	E
Effective interpersonal, communication and presentation skills to communicate at all levels, to a wide range of individuals.	E
Excellent recording skills, attention to detail and ability to summarise complex information, producing reports and statements, as required.	D
Ability to monitor, gather, analyse and interpret data, making full use of IT and case management systems.	E

Experience	
Experience of working collaboratively with other professionals and giving advice and guidance around school attendance improvement strategies.	D
Experience of working with other agencies, including schools and support services.	D
Experience of working with children/young people and families, within a related field.	E
Equal Opportunities	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E