



Job description	
Job title	Attendance Officer
Grade	G / £27,852 - £29,439
Directorate	Education
Section/team	Virtual School
Accountable to	Virtual School Headteacher
Responsible for	Supporting children and young people, carers, and professionals in improving school attendance.
Date reviewed	31.07.2023

Purpose of the Job

To engage with children and young people in the Virtual School whose level of attendance in school is causing concern and promote their engagement in educational provision. Working with a child/young person, their carer and professionals to promote attendance and engagement; thus supporting the best possible outcomes and educational experience for a child/young person.

The Virtual School Team must be able to respond to the sudden and constantly changing needs of the young people it supports. Staff must be flexible and willing to take the nature of the service into account when carrying out the accountabilities of the post.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. Working across Key Stages, 1-4, identify and track children and young people, at the earliest opportunity, whose education is comprised by reduced school attendance, including fixed term exclusions. This would constitute the caseload of the post holder.
2. Engage and work directly with children and young people who are at risk of reduced school attendance and ensure that their wishes and feelings are gained and their voice heard. Creatively and actively promoting their engagement and working alongside school, carers and any other relevant professional to support regular and sustained attendance.



3. Provide professional guidance, advice support to social workers, teachers and any other relevant professionals in relation to promoting attendance and ensuring the best educational outcomes for children, in line with Knowsley Virtual School Attendance and Exclusion Strategy.
4. Be able to demonstrate increased school attendance for individual children and young people and for the cohort as a whole by arranging regular multi-disciplinary attendance meetings to address attendance concerns, devising and agreeing action plans to promote engagement and attendance.
5. Develop effective professional relationships with professionals in schools to ensure that they understand the impact of fixed term exclusions for children who are looked after. Proactively work with relevant professionals to plan interventions to address behaviour concerns and reduce the use of fixed term exclusions.
6. Provide regular attendance and exclusion reports and contribute to the wider reporting systems of the Virtual School.
7. Contribute to reviews of policies and procedures relevant to the Virtual School.
8. In conjunction with children and young people, act as an advocate with, or on behalf of them to enable their voice to be heard and support them and others to access quality educational provision and experiences.
9. To work positively and constructively with both internal Knowsley MBC multi-professional colleagues (i.e. School Improvement officers, Inclusion and Behavioural Officer, Educational Psychologists, Social Workers, IRO's, Residential Workers, Foster Carers etc.) and external multi-professional colleagues (i.e. Teachers, Mentors, Learning Assistants, Alternative Provision providers and any other relevant professional).
10. To maintain a regular, timely and accurate record of work with individual young people in accordance with Knowsley MBC recording policy.
11. To write summaries and/or reports on individual young people, or particular pieces of work, as required, including in certain specified instances reports for the Court, or other bodies.
12. To work positively and collaboratively with other members of the Virtual School.
13. To participate fully and constructively in team meetings.



14. To participate fully and constructively in personal supervision sessions and to bring issues of relevance to such meetings.
15. To ensure that all matters of concern on individual cases, especially such issues as safeguarding matters or serious risk, are quickly and appropriately discussed with either the line manager or head of service.
16. Engage in professional development opportunities and keep up to date with local and national developments for CLA and their education.
17. To be prepared to raise ideas, opinions and suggestions as to the service's improvement with colleagues, managers and at meetings.
18. To contribute, as requested, to overall evaluation of the work of the Virtual School.
19. To assist managers within the service, in whatever ways are felt most appropriate, to ensure that the collective voice of children and young people in the Virtual School is expressed and used to influence existing and future service design and delivery.
20. To promote equality of opportunity and anti-oppressive practice in all aspects of work, whether with individual young people, colleagues or the service as a whole.

Health and Safety

- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.



- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.