

## Kent County Council

### *Job Description: Attendance Officer Kent PRU and Attendance Service*

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<b>Directorate</b>	Children, Young People and Education
<b>Unit/Section</b>	Kent PRU and Attendance Service (KPAS)
<b>Area</b>	South Kent (Ashford, Dover and Folkestone & Hythe)
<b>Grade</b>	KR7 (Term Time Only)
<b>Responsible to</b>	KPAS Area Manager (South Kent)

#### **Job Purpose:**

To be an advisory point of contact for schools and multi-agency partners with the aim to improve the attendance of statutory school aged children who are persistently or severely absent in line with the Department for Education's statutory 'Working together to improve school attendance' guidance.

#### **Accountabilities:**

1. Facilitate termly conversations in mainstream, special and independent schools as well as pupil referral units to provide both guidance with a view to improving the attendance of registered pupils.
2. Represent the Local Authority as an adviser on matters related to school attendance in multi-agency forums such as Child Protection conferences and District Contextual Safeguarding Meetings.
3. Facilitate and deliver presentations at termly attendance network meetings with groups of schools to share national and local guidance updates, raise awareness of attendance related processes and promote the sharing of good practice.
4. Lead on investigations of individual cases of persistent or severe absence which may result in enforcement for parents. Prepare witness statements for Magistrates court proceedings and appear as an LA witness if necessary.
5. Undertake home visits to families to determine whereabouts of children who may be missing from education or to gather information from parents about the reasons why a child is not attending school on a regular basis.
6. Analyse local data to identify priority schools which may require more targeted support from the Local Authority.
7. Provide training on attendance related themes to governing board and partner services such as Early Help, Social Care, School Health and Housing.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: Attendance Officer (Kent PRU and Attendance Service)

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	NVQ Level 4 or equivalent and/or relevant experience.
<b>EXPERIENCE</b>	A solution focused approach to children and young people who are experiencing barriers to regular school attendance which may include those with SEND, medical conditions and known to a Social Worker.
	Skillful in rapidly establishing and maintaining professional and productive relationships with schools.
	Previous experience of working within or alongside a multi-disciplinary context.
<b>SKILLS AND ABILITIES</b>	Excellent interpersonal and negotiation skills.
	Ability to facilitate access for parents to services which may help to improve their children's attendance.
	Able to provide professional support and advice to schools on improving the attendance of children and young people.
	Effective in communicating with schools, parents and multi-agency practitioners in written formats.
	Ability to maintain, collate and report statistical information as well as keep accurate records.
	Competent use of Information Technology and programs such as Word, Excel and PowerPoint.
	Flexibility to adjust working hours and arrangements where required to meet business needs.
A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.	
<b>KNOWLEDGE</b>	Robust understanding of child protection and safeguarding requirements.

	Working knowledge of data protection regulations (GDPR).
	Good understanding of the legal framework relating to school attendance including up to date national guidance and ability to interpret and apply it to individual scenarios.
	Knowledge of the way in which schools operate as well as the wider political, legal and educational landscape.
	Evidence of continued professional development.
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>