

Kent County Council

Job Description: *Senior Attendance Enforcement Officer (Courts)*

Directorate	Children, Young People and Education
Unit/Section	Early Help & Preventative Services/ <i>Inclusion and Attendance Service</i>
Grade	KR9
Responsible to	Attendance Enforcement Team Leader

Job Purpose

To be a senior member of the Attendance Enforcement Team, providing advice to attendance and inclusion practitioners on applying for, preparing for and processing Education Supervision Order, School Attendance Order, prosecution and penalty notices in relation to pupils' absence and exclusion from school as well as representation to the courts for legal proceeding

Accountabilities

1. To provide effective and efficient advice on legislation and regulations on children's school attendance and exclusion
2. To conduct the preparation and presentation of proceedings in relevant Courts, including magistrates' court (school non-attendance) and family proceeding courts (Education Supervision Order), aimed at discharging the Council's duties in relation principally to education matters, including liaising with Legal Services.
3. To attend meetings to provide advice on PACE, legal case administration and proceedings, and to seek Legal Service's advice, where necessary
4. To maintain an up to date and comprehensive knowledge of developments in the law and court procedures/practice relating to the duties of the Post, to enable appropriate advice to be given
5. To prepare, issue and follow up penalty notices in relation to non-attendance and exclusion
6. To proactively advise and alert the Authority prior to any legal case on potential risk to KCC reputation and likely failure in public interest test
7. Where appropriate and necessary, to facilitate training provided by Legal Services or other suppliers for Attendance and Inclusion Officers and for other relevant practitioners on the matters of attendance enforcement and child employment legislation
8. To investigate and take legal action in conjunction with a child employment officer when an alleged breach of child employment legislation occur

Footnote: This job description is provided to assist the job holder to know what his/her 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: *Senior Attendance Enforcement Officer (Courts)*

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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• NVQ 4 within education, legal or social care field or equivalent experience of working within a statutory framework
EXPERIENCE	<ul style="list-style-type: none">• Experience of preparing and executing legal documents and its presentation in court• Experience of preparing, issuing and following up of a penalty notices• Operational experience working directly with families, schools and other agencies e.g. police, social services, health.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Ability to interpret specific legislation related to attendance, exclusion and child employment• Ability to work on own initiative and organise workload to achieve deadlines• Ability to present information and a concept effectively and appropriately to parents, schools and courts both in written and oral formats.• Competence in use of ICT, including Microsoft Office applications.• Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day.
KNOWLEDGE	<ul style="list-style-type: none">• Good understanding of education legislation related to attendance, exclusion, child employment and entertainment.• Knowledge of PACE• Knowledge of court process• Understanding of child protection and safeguarding requirements
BEHAVIOURS AND KENT VALUES	Kent Values: <ul style="list-style-type: none">• Open• Invite contribution and challenge• Accountable