

# Kent County Council

## Job Description: *KPAS Attendance Officer*

<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>Kent PRU and Attendance Service (KPAS)</b>
<b>Grade:</b>	<b>KSE</b>
<b>Responsible to:</b>	<b>Area Manager (North Kent)</b>

### **Purpose of the Job:**

To improve school attendance for children in Kent. To be a link between other teams within Integrated Children's Services and schools, advising and supporting schools and practitioners to provide solutions for cases that require more Inclusion and Attendance specialist intervention.

### **Main duties and responsibilities:**

- Provide professional consultation to schools and Integrated Children's Service practitioners on improving attendance and reducing exclusion. Offer advice and support to help resolve difficult cases.
- Represent the Local Authority as an expert on attendance and inclusion at both informal and formal school attendance meetings, School Attendance Panels and multi-agency meetings.
- Be responsible for developing and maintaining good and productive working relationships with schools, Pupil Referral Units, School Attendance Officers, Early Help Workers and Social Workers. Liaise with external agencies such as Housing, Health and the Police to improve attendance and reduce exclusion.
- Carry out appropriate investigations for the cases of poor school attendance that require specialist intervention and ensure that all legal interventions comply fully with the relevant legislation. Prepare witness statements for court proceedings and appear as a witness if necessary.
- Conduct home visits to determine whereabouts of Children Missing Education and support pupils to access education where required.
- Analyse national and local data to identify priority schools for attendance and exclusion intervention and inform the work of other services.
- Facilitate or carry out group and project work in schools around attendance as well as contribute to initiatives such as truancy sweeps.

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: *KPAS Attendance Officer*

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 experience of working with employers, children and young people
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience of establishing and maintaining professional and productive relationship with schools</li><li>• Previous experience of working within a multi-disciplinary and inter-agency context</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Excellent interpersonal and negotiation skills</li><li>• Ability to facilitate parents' access to and engagement with services to improve pupil attendance</li><li>• Ability to provide professional support and advice to schools on improving attendance of children and young people</li><li>• Ability to communicate effectively and appropriately with schools, parents and other practitioners, both in written and oral formats</li><li>• Ability to maintain, collate and report statistical information and record accurate case histories</li><li>• Competent use of computers and Microsoft programs</li><li>• Ability to adjust working hours and arrangements to attend school and governing body's meetings when required</li><li>• Knowledge and understanding of child protection and safeguarding requirement</li><li>• A Full UK Driving License – 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</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Working knowledge of data protection regulations (GDPR)</li><li>• Good understanding of the legal framework relating to school attendance and exclusions</li><li>• Good knowledge of the way in which schools operate policies and procedures in respect of school attendance</li><li>• Evidence of continued professional development to quickly acquire multi skills related to the functions of Kent PRU and Attendance Service (KPAS)</li></ul>
<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>

Our values enable us to build a culture that is:

**Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile

**Curious** - constantly learning and evolving

**Compassionate and Inclusive** - compassionate, understanding and respectful to all

**Working Together** - building and delivering for the best interests of Kent

**Empowering** - Our people take accountability for their decisions and actions

**Externally Focused** - Residents, families and communities at the heart of decision making