**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | County Attendance Officer |
| Salary: | £37,035 - £39,513 per annum (full-time) - term time only, salary would be pro-rata for FTE |
| Grade: | 10 |
| Hours: | *37 We are open to discussions about flexible working*. |
| Team: | County Attendance Team |
| Service Area: | County Attendance Team |
| Primary Location: | *County Hall, Oxford OX1 1ND,* *Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process* |
| Budget responsibility: | None |
| Responsible to: | Education Inclusion Manager |
| Responsible for: | N/A |
| Political Restricted Post: | No |

## Job Purpose

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| *A brief overview of the key objectives of the job:*This is a brief overview of the key objectives of the job including the context within the team/department.* Work to ensure that the County Attendance Team is meeting all statutory duties.
* To undertake allocated case work following the appropriate legal process and framework, ensuring that times scales are adhered to.
* Undertake whole school work to promote good attendance in order to achieve positive outcomes for young people experiencing difficulties with attending school.
* To use available data to help understand attendance issues and target resources, identify trends and support where required.
* To maintain regular and accurate casework notes and files.
* Prepare professional reports, as required, and contribute to Child Protection planning arrangements when requested.
* To prepare and submit evidence, as required, for proceedings in both magistrates and family courts.
* To promote and regulate child employment, child performance and chaperone licencing in accordance with legislation and Oxfordshire bylaws.
* To facilitate meetings between parents and schools to reduce the risk of a pupils being removed from roll where appropriate planning for education is not in place.

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## Job Responsibilities

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| *This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake*.* Undertake case work in relation to irregular and poor school attendance where legal intervention is required, such as Parenting Orders, Education Supervision Orders, Penalty Notices and Prosecution
* Undertake case work in relation to irregular and poor school attendance where legal intervention is not appropriate.
* Ensure parents are aware of their legal responsibilities to secure regular attendance at school
* To prepare and submit evidence as required for proceedings in both magistrates and family courts
* To attend magistrates and family court when requested and to give evidence on behalf of the Local Authority
* Undertake whole schoolwork to ensure appropriate procedures are in place for the monitoring and improvement of school attendance
* Attend Initial Child Protection Conferences, Review Child Protection Conferences, Team around the family or other multi agency meetings when required on behalf of the Learner Engagement Team
* Work with colleagues to support the Community Around the School Offer
* Work towards identifying those children who are missing education through not being on a school roll or educated otherwise such as Elective Home Educated and Children Missing Education including carrying out home visits.
* Facilitate meetings with schools and parents working towards children remaining on roll
* To support the County Attendance Team in advising school staff and professionals on issues relating to attendance, exclusions, behaviour, reintegration, CME and EHE through dedicated duty line and otherwise.
* To analyse data and prepare reports as required.
* To question, track and challenge the use of Reintegration Timetables ensuring children and young people have access to education.
* Work with all professionals/multi-agencies to identify those children at risk of harm through gathering and sharing information in line with Child Protection procedures.
* Ensure schools and colleagues are informed of Child Employment requirements and to take appropriate action when required
* To participate in continued professional development, both team and personal, in line with supervision and appraisal agreements and service expectations.
* To attend all scheduled team meetings.
* To adhere to OCC policy regarding lone working
* To deliver on Strategy objectives linked to Attendance
* Any other duties as may be deemed necessary to carry out the full remit of the role.

**For all staff** - You have specific responsibilities under Health & Safety legislation to ensure that you: * Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
* Cooperate on all issues involving health and safety
* Use work items provided for you correctly, in accordance with training and instructions
* Do not interfere with or misuse anything provided for your health, safety or welfare
* Report any health and safety concerns to your line manager as soon as practicable
* Undertake any other duties as may be required by the director (or their representative) for Children, Young People and Families.
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# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| * Either relevant professional qualification (e.g. Social Work) or demonstrable extensive experience with continuous professional development of working with schools and families experiencing challenges.
 | A,D |
| * Evidence of up to date training in safeguarding.
 | A,I,D |
| **Skills and Knowledge:** **Essential:** * Experience of working with school leaders and in Educational settings
* Ability to chair meetings
* Computer literate
* Experience of working sensitively with confidential material
 | A,I |
| **Relevant experience:** **Essential:** * Ability to work to time scales and follow process
* Time management and prioritisation skills.
* Effective risk management.
* Customer focus.
* Evidence of excellent communication, report writing and organisation skills.
* Ability to complete clear and accurate case recording.
* Ability to attend work regularly and on time.
* Able to travel at short notice.
 | A,I |
| **Relevant experience:** **Essential:** * Ability to work to time scales and follow process
* Time management and prioritisation skills.
* Effective risk management.
* Customer focus.
* Evidence of excellent communication, report writing and organisation skills.
* Ability to complete clear and accurate case recording.
* Ability to attend work regularly and on time.
* Able to travel at short notice.
 | A,I |
|       **Personal qualities:** **Essential:** * Reflective, resilient, tenacious and flexible.
* Active listener, responds to views of others.
* Can work as part of a team within a busy environment.
* Commitment to inclusion across all work with vulnerable children and their families.
* Commitment to the child’s welfare being paramount.
* Commitment to own personal and professional development.
* Can do, problem solving approach.
* Able to build trusting and influential relationships.
* Positive, collaborative team member.
* Good organisational and time management skills
 | A,I |
| **Special requirements:** **Essential:** * Satisfactory enhanced Criminal Records Bureau disclosure.
* Willingness and ability to work some evenings and weekends.
 | A,I |
| **Equal Opportunities:** **Essential:** Demonstrable commitment to and understanding of the positive promotion of equality, valuing diversity and anti-discriminatory practice | A,I |
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| Desirable Criteria | Assessed By: |
| * Training/qualifications in children’s safeguarding and mental health.
* Understanding of relevant legislation relating to School attendance, Elective Home Education, Children Missing Education, Child performance licensing and Child Employment
* Restorative practice or mediation experience
 | A,DA,IA, |
| Skills and Knowledge:Desirable* Experience of using case recording data bases
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| Relevant experience**Desirable:** * Experience of chairing meetings in a multi- agency setting
* Analyse data and identify trends targeting interventions
* Able to use spread sheets and databases effectively.
 | A |
| **Desirable: Desirable:** * Current driving licence and own transport.
 | **Desirable:**  |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| --- | --- | --- | --- |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [x]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [x]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [ ]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [ ]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):  |

April 2022