

## **Job Description**

**Job Title:** Attendance Advisory Officer  
**Reports to:** Attendance Supervisory Officer  
**Salary:** £24,000  
**Hours:** 40 Hours, Term-Time plus 10 days

### **Main purpose of the job:**

- Work with parents to ensure they fulfil their responsibilities in relation to school attendance
- Work with schools and other agencies to reduce persistent absence, improve social and educational inclusion and behaviour
- Work with pupils to help them achieve their optimal attendance and attainment

### **Main Responsibilities:**

- Work collaboratively and proactively with schools to support improved overall school attendance and reduce the number of persistent absentees
- Give advice and support schools on policies/procedures/strategies in relation to the whole school approach to managing attendance
- Undertake attendance/registration inspections and whole school audits when required
- Provide advice, training and information to schools on legislation relating to all aspects of school attendance and registration
- Work with parent/carers and pupils to investigate the causes of irregular school attendance through meetings in school and/or at home
- Agree actions with parents/carers and pupils to reduce absence and improve attendance. Monitor and record the outcomes of planning, maintaining efficient notes and records
- Maintain electronic casework records and paper files

- Be able to produce and interpret various data for and on behalf of schools
- Be computer literate and able to use Word, Excel, PowerPoint and Microsoft Outlook
- Make referrals to other agencies as appropriate
- Work with other agencies to ensure a co-ordinated approach to improving school attendance
- Engage with other agencies as necessary in relation to child protection matters fulfilling responsibilities for Safeguarding and Child Protection procedure
- Maintain professional, detailed and accurate records of all work undertaken and case manage referrals effectively through regular supervision
- Prepare case papers for court proceedings under Section 444 Education Act 1996 and provide evidence in court as required
- Undertake any other duties and training commensurate with the post

**Personal Qualities & Experience:**

- Excellent interpersonal skills
- Professional manner
- Ability to work independently and within a team
- Able to work on own initiative
- Effective time management
- Articulate
- Confident