

Post Title: Access and Attendance Officer AA4138

Evaluation: **Grade:** N8 **Points:** 569

Responsible to: Access, Admissions and Attendance Service Manager

Responsible for: N/A

Job Purpose: To ensure the LA meets its statutory responsibilities in relation to children missing from education and take urgent and effective action to return children and young people to education suitable for their age and needs

Main Duties: The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To lead as named officer on one or more areas of work within the remit of the team, being adaptable and flexible to changing demands, and working cooperatively to ensure the overall service objectives are met.
2. To innovate, develop, improve and implement robust systems and procedures, including audit and assessment tools, to identify, monitor and track children missing from education, contribute to delivery of best practice, and ensure the LA's statutory requirements are being met.
3. To contribute towards development of policies and protocols relating to children missing from education including but not limited to Fair Access, School Attendance, Elective Home Education, Children Missing Education, Managed Moves, Exclusions, Alternative Provision and Reduced Timetables. To support development of strategies to promote social inclusion.
4. To respond effectively in respect of children missing from education, prioritising work according to its urgency, and negotiate, facilitate and ensure appropriate reintegration to education, taking decisions on the merits of each case and in line with statutory and local protocols.
5. To deliver the LA's statutory responsibilities in the area of promoting and enforcing school attendance by discharging the full range of legal sanctions available to the LA, including instigating and authorising legal proceedings, preparing and ensuring all paperwork is in order, tracking payment of FPNs, chairing meetings and parent/carer interviews as required, and attending court to ensure successful pursuit of proceedings.
6. To maintain a good understanding of current legislation and statutory procedures, ensure that schools are complying with the law and offer clear and professional support, advice and challenge to Head teachers, school staff, governors, parents and carers.
7. To enforce requirements and protections for children under compulsory school leaving age taking part in employment or performances.
8. To develop and maintain robust data systems to provide performance information and analysis that leads to service improvement. Produce and present statistical analysis,

professional reports and management information for different audiences, and statutory returns.

9. To ensure the voice of the child and parent is included in all practice and procedures, wherever feasible, and provide direct support to parents and young people to understand their rights and options through formal processes, such as permanent exclusion or Fair Access, to help ensure effective outcomes and support effective transition.
10. To develop and produce clear and concise information for parents, carers, children and young people to help them understand legal processes and potential consequences, and promote the importance of education and good attendance.
11. To produce clear and concise information and guidance for schools, governors and other professionals outlining their roles and responsibilities in relation to statutory duties and local arrangements; develop and deliver training to schools and other professionals to raise awareness of statutory requirements.
12. To manage a caseload of children and young people, liaising with students, parents, schools and other professionals and formulating strategies as appropriate, to ensure all children of compulsory school age receive appropriate education and statutory requirements are met.
13. To engage in, support and report to relevant networks and forums on all aspects of the post's responsibilities. Build effective working relationships with schools and other professionals to support safeguarding practice, policy and procedures.
14. To lead specific projects and manage ongoing programmes of work as required within the council and working with partners.
15. To ensure that safeguarding procedures are implemented appropriately and contribute to meetings and any subsequent action plans in respect of children, young people and their families.
16. To promote and implement the Council's Equality policy in all aspects of employment and service delivery

07/02/2017