

## CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

<b>DEPARTMENT: Children's Services</b>	<b>SERVICE GROUP: Education Safeguarding</b>
<b>POST TITLE: Attendance Lead Officer</b>	<b>REPORTS TO: Education Safeguarding Strategic Manager</b>
<b>GRADE: PO4</b>	<b>SAP POSITION NUMBER :</b>

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

### **Key Purpose of Post: Max 3**

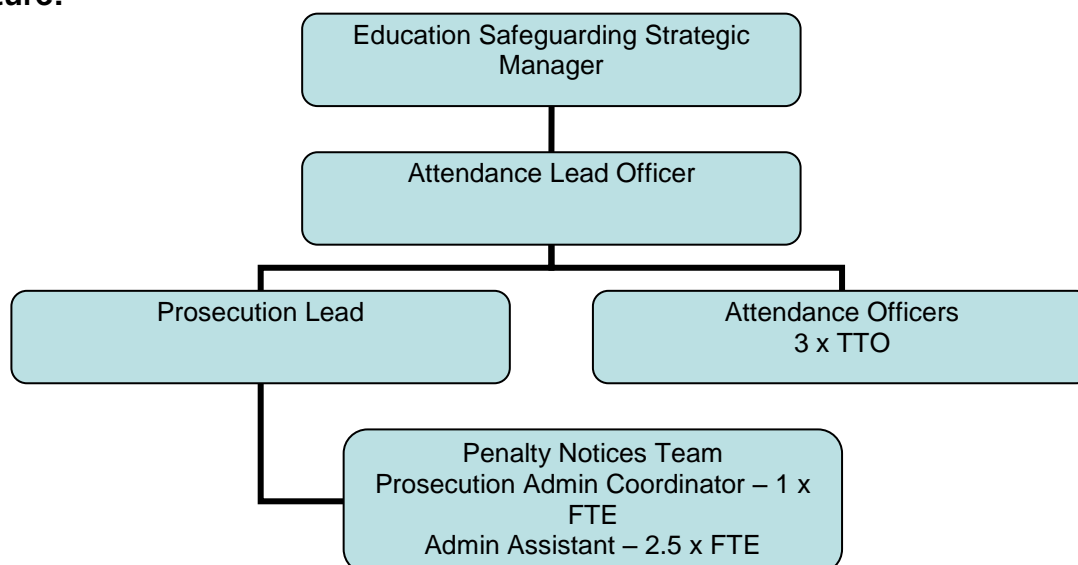
- Ensure every pupil has access to full-time education to which they are entitled, and lead on statutory responsibilities around Attendance for the district
- Reduce absence including persistent absence; ensure action is taken early to address patterns of absence. Maintain links and sharing of information with Area teams and CME case work.
- Manage a team of Attendance and Penalty Notice Officers, including managing the traded offer of Attendance support to schools.

### Main Responsibilities of Post: Max 15

The points below represent an outline of key accountabilities. Although not expressly stated in this document, more detailed accountabilities and duties will naturally form part of such accountabilities:

- To produce reports, data etc. as and when required for the Education Safeguarding Team, Bradford Council and DfE.
- To provide advice to the service and to schools in relation to complex cases, and seek advice when needed.
- Responsible for effective use of legal processes and procedures in relation to pupil access to education.
- To develop and maintain relationships with a range of multi-agency groups who are working to support young people.
- To manage the intake and allocation of work across a team of personnel.
- To manage and chair routine meetings of Attendance Officers and other meetings as necessary.
- Responsible for establishing and monitoring systems for handling confidential information relating to the service, area management and child protection matters.
- Knowledge of Section 444 School Attendance cases and the ability to employ the use of School Attendance Orders, Parenting Contracts and Orders where appropriate.
- Produce monthly key performance indicator reports for the Education Leadership Team.
- To establish and maintain close and effective working relationships with relevant educational and other agencies (public and voluntary) involved in services to children to ensure appropriate multi-agency support has been offered to pupils and their families prior to any legal action being taken.
- To attend case conferences and referral panels where appropriate.
- To ensure the operational policies of the team are implemented and maintain oversight of and co-ordinate statutory and up to date policy-related work across the team.
- To respond to relevant Freedom of Information requests that are related to Children's Services.
- To deputise in the absence of the Strategic Manager for Education Safeguarding as needed.

### Structure:



<b>Special Knowledge Requirement: Essential for shortlisting. Max 10</b>	
<b>Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column</b>	
	<b>Essential</b>
Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced Threshold level which will be implemented where the post requires a greater level of sensitive interaction with the public,( e.g. in children's centres) – where the person is able to demonstrate that they can during the interview: a) Can express themselves fluently and spontaneously , almost effortlessly b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language	X
Carries out a variety of specialist professional; or general managerial responsibilities effectively, with a considerable depth of knowledge across the relevant specialist areas - Attendance	X
Uses a range of specialist ICT systems across own work area and/or across other areas of work in order to produce well-structured letters briefings, reports, e-mails to different people and deal with conflicting points of view effectively.	X
Manages a budget, keeping costs within agreed levels for own Department and contributes to Corporate savings.	X
Analyses, communicates and presents statistical / numerical information using graphics e.g. Management information requests, presentations, information leaflets, booklets.	X
Service delivery is regularly reviewed against changing business requirements and changes are made where necessary To improve performance or adjust to different business circumstances.	X
A broad knowledge and understanding of safeguarding/child protection procedures, developments and legislation.	X
A sound understanding of Attendance Support work and legislative requirements	X
Experience of working with education centres, schools and social work and other agencies related to the protection of children and young people.	X
Makes decisions which could carry a higher risk using own personal judgement in situations which are complex/politically sensitive and not Covered by Council guidelines, involving higher risk consequences and a greater degree of uncertainty.	X
<b>Relevant experience requirement: Essential for shortlisting</b>	
The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the Advanced threshold level outlined under Special Knowledge above.	
Substantial experience of working within a Local Authority Attendance Support Service, or management experience within Children's Services with a good understanding of school attendance, or be able to demonstrate the ability to work at this level.	
Experience of working with abused, disaffected and/or disadvantaged children and their families	

Knowledge of current developments in the educational system and the implications for schools and relevant local authority support services.
Awareness of issues relating to working in a multi-ethnic, multicultural society regarding school attendance and tackling truancy.
A proven track record of the ability to build meaningful relationships with school leaders.
Excellent communication, interpersonal and team-building skills. Maintain effective links with organisations.
Experience of managing budgets
Experience of line-managing a team
<b>Relevant professional qualifications requirement: Essential for shortlisting</b>
Educated to degree level or equivalent.
<b>Core Employee competencies at manager level to be used at the interview stage.</b>
<b>Carries Out Performance Management</b> – covers the employee’s capacity to manage their workload and carry out a number of specific tasks accurately to a high standard.
<b>Communicates Effectively</b> - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.
<b>Carries Out Effective Decision Making</b> - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.
<b>Undertakes Structured Problem Solving Activity</b> - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.
<b>Operates with Dignity and Respect</b> - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.
<b>Management Competencies: to be used at the interview stage.</b>
<b>Operates with Strategic Awareness</b> Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.
<b>Practices Appropriate Leadership</b> Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.
<b>Delivering Successful Performance</b> Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District’s vision & work to achieve Council’s values & agreed outcomes.
<b>Applying Project and Programme Management</b> Our manager’s work to ensure that outcomes and objectives are achieved within desired timescales make best use of resources and take a positive approach to contingency planning.
<b>Developing High Performing People and Teams</b> Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council’s values and goals.

<b>Working Conditions:</b>		
The post holder must be able to work evenings, weekends as required by the needs of the service. Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.		
<b>Special Conditions:</b>		
There is a requirement for the postholder to undergo a full DBS check		
<b>Compiled by:</b> Education Safeguarding Strategic Manager  <b>Date: March 2018</b>	<b>Grade Assessment</b>  <b>Date:</b>	<b>Post Grade:</b>