

Post Specification

Post Specification - Key Information

- **Post Title: Attendance Support Officer**
- **Date: May 2025**
- **Post Group Number: 8025**
- **Job Family: Organisational Support**
- **Job Family Role Profile: OS11**
- **Final Grade: 11**

To be read in conjunction with the job family role profile.

Service Area Description

The Access to Education Service works with vulnerable children and young people to ensure their needs are adequately assessed and provision made enabling them to access learning and social opportunities which support them achieve their potential.

Purpose of this Post

To meet the local authority's statutory duties in relation to school attendance, and to promote inclusion of children in education. The post holder may also be required to support other aspects of the work of the Access to Education Service as detailed below

Key Job Specific Accountabilities

1. To fulfil the local authority's duties to work with schools and families to agree targeted approaches for children at risk of becoming persistently or severely absent and identify strategic approaches to improving attendance in line with statutory guidance
2. To fulfil the local authority's duties in undertaking enforcement action for poor attendance and to provide advice and support to schools and other agencies seeking to support positive attendance.
3. To fulfil the Council's obligations with regard to children missing education (CME) by identifying CME ensuring they are in contact with appropriate agencies and seeking an educational placement for them.
4. To fulfil the Council's obligations in relation to excluded pupils including providing advice to schools, governing bodies and attendance at disciplinary and appeal panels whilst promoting alternatives to exclusion.
5. To fulfil the Council's responsibilities in relation to commissioning and monitoring alternative provision outcomes in line with agreed procedures and processes
6. To play a full part in the wider Area Inclusion Team including providing advice and linking to other agencies.
7. Where appropriate undertaking Early Help Assessments and participating in Early Help processes directly or through the provision of advice.

Please note annual targets will be discussed during the appraisal process

Key Facts and Figures of the Post

- **Budget Responsibilities:** None
- **Staff Management Responsibilities:** None
- **Other:** None

Essential Criteria

- **Qualifications:** Degree qualification and/or relevant professional qualification
- Evidence of relevant ongoing professional development
- **Knowledge:** Knowledge of the current legal requirements relevant to the role.
- Knowledge of the current assessment arrangements for special educational needs and disabilities.
- **Experience:** Considerable experience of direct work with vulnerable children, young people and families.
- Considerable experience of work in a school and/or care setting.
- **Expertise:** Ability to communicate clearly and effectively with a range of people including families in crisis.
- Strong relationship building skills and the ability to negotiate

Disclosure and Barring Service (DBS) Checks

- This post requires a DBS check.
- The level of check required is *(remove others not required)*:
 - DBS Enhanced – Children

Job Working Circumstances

- **Emotional Demands:** Normal
- **Physical Demands:** Normal
- **Working Conditions:** Normal
- **Other Factors:** (Any other relevant factors)

Other Factors:

- *The postholder will be required to travel to different locations within Westmorland and Furness*