

# Attendance Adviser

## Job description

### Purpose and main activities

To work with schools to improve the attendance of pupils, which in turn improves whole school attainment and chances of success for all pupils.

- Work with the BDSIP team, colleagues at Barking and Dagenham Council, and our family of schools in the borough to improve attendance by:
  - Having a knowledge of legislation regarding schools' legal responsibilities towards attendance, including preparation for Ofsted.
  - Offering strategic advice to schools based on data analysis, supporting a whole school approach to attendance and, ultimately, reducing persistent absence.
  - Ensuring school leaders are kept up-to-date on such issues as legislation, policy and developments in attendance which affect school systems.
  - Working closely with schools to identify vulnerable pupils.
  - Working with an agreed caseload of students and their families where absence is causing concern to provide solution-focused support to improve school attendance.
  - Engaging hard-to-reach families with the aim of developing better attitudes towards education and improving better learning outcomes for all pupils.
  - Contributing to the work of multi-agency teams and provide advice for supporting improvement of attendance.
  - Producing robust paperwork to support court cases, as required.
  - Design, deliver and evaluate high-quality CPD for Attendance to school-based staff, governors, parents/carers and other professionals, as required.
  
- Develop and maintain effective relationships with other Advisers at BDSIP to:
  - ensure that information and data on the performance of individual institutions, children and young people, and groups of children and young people is shared and acted upon.
  - ensure the Attendance service is responding to trends or priorities across groups of schools to refine the service offer promptly and efficiently.
  - promote collaborative working through Attendance networks to address key priorities both nationally and locally.

| <b>Person Specification</b>                                                                                                                                           | <b>Essential</b> | <b>Desirable</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|
| <b>Education</b>                                                                                                                                                      |                  |                  |
| Degree or equivalent.                                                                                                                                                 | X                |                  |
| <b>Experience</b>                                                                                                                                                     |                  |                  |
| Demonstrable experience of supporting positive change when working with young people, their families and schools, ideally in the field of attendance and/or inclusion | X                |                  |
| <b>Abilities</b>                                                                                                                                                      |                  |                  |
| Ability to, and enthusiasm for, working closely with young people, particularly our most vulnerable pupils.                                                           | X                |                  |
| Ability to work collaboratively in partnership with people from a variety of backgrounds and organisations, and at all levels of seniority.                           | X                |                  |
| Confident in visiting families in their own homes to explore barriers to attendance and provide solution-focused support.                                             | X                |                  |
| An ability to analyse data sets relating to attendance to identify priorities for school improvement.                                                                 |                  | X                |
| Ability to use initiative and to work creatively in a rapidly changing and sometimes uncertain environment.                                                           | X                |                  |
| Ability to work independently and as part of a team.                                                                                                                  | X                |                  |
| Ability to work flexibly at pace, successfully juggling potentially competing priorities.                                                                             | X                |                  |
| Strong written and oral communication skills.                                                                                                                         | X                |                  |
| Ability to use IT packages such as Word and Excel, as well as knowledge of school attendance databases such as Integris and/or SIMS.                                  | X                |                  |
| Full, clean driving licence and car to use in the course of your work.                                                                                                | X                |                  |
| Confident in delivering high-quality and engaging CPD to support school improvement relating to attendance.                                                           |                  | X                |
| Ability to develop effective working partnerships between schools to promote a Professional Learning Community for Attendance across the borough and beyond.          |                  | X                |
| <b>Other Requirements</b>                                                                                                                                             |                  |                  |
| A working knowledge of current legislation and statutory relating to school attendance.                                                                               |                  | X                |
| A working knowledge of current statutory guidance relating to safeguarding and willingness to undertake further training, as required.                                | X                |                  |
| Demonstrable commitment to own professional development.                                                                                                              | X                |                  |
| Demonstrable commitment to equalities and diversity.                                                                                                                  | X                |                  |