

## Job Description

<b>Job Title</b>	Virtual School Attendance Officer
<b>Grade</b>	Band G
<b>Reporting To</b>	Head of Virtual School
<b>JD Ref</b>	PC0153G

### Purpose

This job is specifically to support the improvement of attendance for children looked after and children with a social worker which will support improving outcomes for this cohort of pupils. To work both strategically and on the front-line supporting carers/families and schools to make a difference. The role will cross both the Attendance Service and Virtual School.

Follow statutory guidance and legislation ensuring local authority are compliant

### Main Duties And Responsibilities

#### Main Duties and Responsibilities:

- To work strategically within the Virtual school to support schools/settings and Social Care to make improvements to the attendance of Children with a Social worker, with a particular focus on the Looked After cohort
- To be an advocate for children with a social worker and understand the impact that this has on CYP
- To understand the impact of trauma on children and young people and be able to support working in a therapeutic way
- To support and contribute to plans of improvement with all services and promote 'working together to improve attendance'.
- To be an attendance expert, supporting and guiding processes and plans across the education and social care sectors
- To train staff in attendance matters
- To monitor attendance of our looked after children (both in and out of borough) on a daily basis, making contact with schools/settings, social workers and carers for those children who are identified as persistent absentees. Track and monitor the attendance of whole CLA cohort and notify key stakeholders of a drop in the attendance of individual children.
- Track and monitor attendance of CIN/CP cohorts within Wirral on a regular basis. Share cohort attendance data with schools/settings, sharing good practice across the borough and support/advise schools who have attendance concerns for their CIN/CP cohort.
- To prioritise pupils who are Severely Absent to ensure multi agency plans are in place and reviewed.

- To maintain a high level of knowledge about attendance issues, including policy, law and best practice in order to provide advice, support and challenge to schools/settings parents/carers and social workers
- To use and apply an understanding of current attendance trends and working knowledge of attendance data and patterns of absence
- Maintain casework records that meet quality standards and are within GDPR guidance.
- Be a named point of contact for schools/settings and ensure effective plans for improvement are in place for Persistently Absent and Severely Absent pupils open to Social Care. (This should only be child level for CLA).
- Attend meetings/make home visits where necessary working alongside the allocated Education Progress Officer and the Locality Attendance Officer for the school
- Maintain relationships with school leaders to share effective attendance practice
- Signpost or make referrals to relevant services where appropriate
- Ensure effective multi-agency working to improve attendance
- Have Universal and a level 2 understanding of Safeguarding Children and be able to provide advice for school staff and others in this area
- Participate in team & network meetings, including training of schools and staff
- Produce highly accurate and professional data and reports when required
- Promote excellent relationships with our schools/settings and social workers/carers and a clear vision

#### **Performance Management:**

- Participate in regular supervision and staff performance conversations
- To produce reports for a variety of audiences and meet weekly with Head of Virtual School regarding attendance data and plans in place to support individual looked after children. (child level for CLA, cohort level for CIN/CP)

#### **Compliance:**

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Adhere to the standards set out in the WBC competency framework.
- This post holder will assist schools/settings and colleagues in education and social care to ensure that they are carrying out their statutory duty and children are accessing education and improving attendance

#### **Other:**

- Any other duties commensurate with the grade.



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## Role Specific Knowledge, Experience And Skills

### Qualifications

- GCSE grade C in English, Maths and ICT or equivalent
- A level or equivalent
- Full Driving License
- *Desirable Criteria- Degree level or at least 5 years significant experience in attendance*
- *Desirable Criteria- A relevant Teaching, Youth Worker, Social work qualification or similar*
- *Desirable Criteria- Continuing professional development*

### Knowledge & Skills

- Relevant Statutory Legislation, Policy and Guidance
- Application of knowledge to adhere to statutory duties
- Child protection & relevant agencies duties/procedures
- Understand education system
- Ability to use Outlook, and a web browser to access information
- Excellent ability to use Microsoft Office (Word, Excel, PowerPoint etc)
- Well-developed influencing and negotiating skills
- Ability to communicate effectively with a wide range of people, verbally and in writing
- Ability to work holistically and disseminate information effectively
- To work in a multi-agency environment and build effective working relationships
- Ability to apply law and guidance to practices
- Personal resilience and emotional strength

### Experience

- Experience of working with children and families
- *Desirable- Significant experience of working in partnership with the Education Sector & Children Services on all levels*

## Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

### Health & Safety Considerations:

- Work with VDUs (Video Display Unit) (>5hrs per week)
- Working with children

**Approved By: Sarah Dacey - Head of Wirral Virtual School**  
**Date Of Approval: 07.05.2025**



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