



| Job description        |                                     |                      |           |
|------------------------|-------------------------------------|----------------------|-----------|
| <b>Job title</b>       | School Attendance Support Officer   |                      |           |
| <b>Grade</b>           | G                                   |                      |           |
| <b>Directorate</b>     | Children's Services                 |                      |           |
| <b>Service/team</b>    | Education Improvement Team          |                      |           |
| <b>Accountable to</b>  | Statutory School Attendance Officer |                      |           |
| <b>Responsible for</b> | N/A                                 |                      |           |
| <b>JE Reference</b>    |                                     | <b>Date Reviewed</b> | June 2027 |

### Purpose of the Job

- To provide proactive attendance support for Level 2 school case work through advice, guidance and a range of practical support and training. Primarily delivered through agreed attendance casework, which encourages positive relationships between home and school.
- To support schools to develop, implement and review their policies in relation to attendance and other aspects of social inclusion.
- To provide a service to parents on attendance and other pupil welfare issues.
- To co-ordinate the administration of the statutory action with regards to school attendance including Penalty Notices
- To monitor the actions of the LA in the enforcement of attendance
- To produce data linked to Attendance, prosecutions, the issuing of Child Entertainment and Employment licences and Chaperones by the School Attendance Service

### Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To work in partnership with an agreed group of schools to provide support, advice and guidance and determine the appropriate action needed for children and young people where there are attendance concerns.
2. To lead on Level 2 attendance casework for a group of schools, which is agreed half termly, with a quota of cases typically based on persistent absence. This includes home visiting, Team Around the Family (TAF)



meetings, parenting contracts and acting as lead practitioner for an established Early Help assessment where attendance is the presenting issue.

3. To carry out absence prevention work as part of that agreed quota in liaison with the Statutory School Attendance Officer. Activities identified may include late gates, pupil meetings, attendance panels, support for group work (whole class, vulnerable pupils), one-off home visits and attendance at parents' evenings and open days.
4. To attend case conferences where appropriate and make enquiries about pupils as necessary.
5. To prepare case notes and liaise with Statutory School Attendance Officers in supporting the collation and presentation of files and information for a variety of purposes.
6. To participate in a regular cycle of supervision and in-service training and corporate training.
7. Log and receive and process payments for Chaperone applications and Education Penalty Notices
8. To liaise with members of the public with regards to School Attendance Service statutory duties
9. To prepare defendant and court summons in case of non school attendance prosecutions
10. To assist in the preparation of reports, including the presentation of statistics
11. To manage the IT based Licence tracking system.
12. To participate in training appropriate to the post and deliver appropriate training to other members of the team and staff in schools.
13. To uphold equal opportunities in employment, in advice and in service delivery.
14. To comply with all the Council's Standing Orders and financial regulations.
15. To undertake any other duties commensurate with the grading of this post as required by the Executive Director of Knowsley Directorate of Children and Family Services or their delegated officer.



## Knowsley Better Together – Staff Qualities



## Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

## Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.