

## Job Description

<b>Job Title:</b>	<b>Behaviour &amp; Attendance Coordinator</b>		
<b>Service Group:</b>	Children & Young People		
<b>Department/Team:</b>	Specialist Intensive Support		
<b>Location:</b>	Any suitable base across Wolverhampton		
<b>Grade :</b>	7		
<b>Job Class:</b>		<b>Number of posts:</b>	
<b>Disclosure and Barring Clearance:</b>	Enhanced		

<p><b>Special Conditions:</b>          Subject to the requirements of the service, and following appropriate local consultation processes, the <b>working week</b> of individual employees <b>may be arranged over a 7 day period, including weekends</b>, providing that the employees' average core hours over a pre-determined reference period does not exceed 37 hours.          The standard working week shall remain at 37 hours where hours worked are not in excess of 37 hours.</p> <p><b>Job Purpose:</b>          To be the lead officer for ensuring that all statutory matters relating to pupil attendance, registration, exclusions and Children Missing Education are dealt with appropriately.</p> <p>To supervise and manage the Behaviour and Attendance officers to ensure high quality casework.</p> <p>To monitor the data for the city around attendance and exclusions to ensure concerns are highlighted and good practice shared.</p> <p>To lead in promoting the traded support package to schools around school attendance and oversee the operational delivery of this.</p>
<p><b>Key Contacts in Organisation:</b></p> <p><i>Reports to:</i> Vulnerable Young Person's Team Manager</p> <p><i>Number supervised:</i> 8</p> <p><i>Main contacts:</i> Council Employees, External Partners, Service Users.</p>
<p><b>Main responsibilities:</b></p>

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1.	To adhere to and use the Behaviours and Guiding principles framework for Children & Young People Services in everyday working practice.
2.	To receive referrals for statutory attendance and permanent exclusion work and allocate to the Behaviour and Attendance Officers.
3.	To hold a small complex caseload and cover Behaviour and Attendance Officer duties where necessary (e.g. for periods of long term absence).
4.	To supervise the practice and development of Behaviour and Attendance Officers and ensure reflective practice is encouraged.
5.	To ensure the effective recording of all casework and use data to monitor team performance.
6.	To undertake regular case file audits in line with the service quality assurance framework.
7.	To work closely with the Head of Service with the lead for traded services to promote the attendance support package with schools and operationally ensure effective day to day delivery.
8.	To keep up to date with any changes in legislation around attendance, exclusions, children missing education and pupil registration.
9.	To represent the local authority at regional and national events regarding behavior and attendance in school e.g. the Regional Network for Litigation in Education(NLiE) Forum.
10.	To deliver training to staff on specific areas related to behavior and attendance work e.g. presenting court work.
11.	To be the national CME contact, receive enquiries from other Local Authorities and relevant partners in relation to pupils missing from education or arriving in/departing from Wolverhampton and ensure investigations are completed.
12.	To lead in the development of localized policies and procedures regarding behavior and attendance work.
13.	To ensure schools are challenged if poor practice is identified around attendance, registration codes, exclusions.
14.	To attend court as the local authority's instructing officer on a rota basis.
15.	To lead on developing internal and external partner links to support the work around behaviour, exclusions and attendance e.g. Legal services, School Admissions, schools, Early Intervention and Prevention, Social Care etc.
16.	To develop links with alternative providers and work with local authority colleagues in the Education to develop a clearer understanding of the alternative provision needs in the city, the provision available and the quality of provision.

### **Special Features:**

Post holders must act in accordance with the Council's Constitution and other Codes of Conduct.

Post holders must participate in staff development, appraisal and training as appropriate, including continuous professional development.

Post holders must comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.

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Post holders must undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Equality Act 2010.

Post holders must participate in the wider development of the service and contribute to service improvement as required.

City of Wolverhampton Council is committed to Corporate Parenting.

“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”