



Doncaster
Council

Job Role Summary

Role Title: Attendance Service Manager

Directorate: Learning & Opportunities

General Role Description

Responsible for the Leadership and management of the Attendance Service

Duties and Responsibilities

Core responsibilities and duties will include:

- Lead the delivery of the service to ensure it meets Council, Government and legal requirements
- Lead the operational responsibility for management of Service staff
- Lead the development of the service, providing strategic leadership, management and planning to contribute to the overall vision of the service
- Establish and maintain regular contact with headteachers and senior leaders in schools, challenging and advising on the achievement of national and local targets for attendance and safeguarding
- Lead the development of high quality casework supervision
- Lead, manage, develop encourage and support initiatives which promote the welfare of children and regular attendance
- Lead, manage and oversee the co-ordination of the Local Authority statutory responsibilities in relation to Children Missing Education, Child Employment and performance Licensing Regulations.
- Oversee the co-ordination of Elective Home Education Services
- Act as a senior member of LA and DCSB panels and groups
- Ensure that statutory enforcement procedures are in accordance with legislation and council policy, including the instruction of legal services to prosecute in school-related offences
- Lead the process of Penalty Notices, ensuring that they are issued in accordance with the legislation and within the code of practice

Specialist Skills and Knowledge

Essential skills, knowledge and experience required to fulfil the role include, but are not limited to:

- Relevant professional qualification
- Substantial relevant experience acquired via increasingly more responsible and professionally demanding positions
- Extensive knowledge of relevant national strategies, legislation and initiatives associated with the role
- Extensive experience with related policies, processes and practices
- Substantial understanding of the procedural frameworks related to the profession
- Knowledge of programme and project management methodology and have experience of applying it in practice
- Able to meet the requirements contained in the skills framework