

Job Profile

Senior Attendance and S19 Officer

Grade: 9

JE ID: 20080

Date created: June 2026

About the Job: To organise and manage the operational delivery of a countywide service with a focus on a collaborative approach to removing barriers that prevent children from accessing a full and appropriate education. Leading and working with the team, you will play an instrumental role in ensuring that the LA's statutory legal attendance and S19 duties are being met. Part of this is ensuring that children and young people, particularly those who are vulnerable or unable to access mainstream education, receive suitable, full-time education.

This is what we need you to do...

- Oversee the operational delivery of the team, ensuring staff are supported, developed, and motivated to meet evolving service demands, while delivering a high-quality, consistent service and achieving agreed targets.
- Lead and inspire a team dedicated to championing children's rights to access appropriate education.
- Provide effective day-to-day management, including supervision, performance management, and professional development, ensuring high-quality service delivery, staff wellbeing, and efficient use of resources.
- Work collaboratively with team leads across education, early help, and social care to promote aligned, child-centred approaches.
- Advocate for every child's right to a full and appropriate education, in line with Gloucestershire's statutory responsibilities and Section 19 of the Education Act 1996.
- Use data and local intelligence to contribute to the evaluation of the impact of Section 19 provision for children and families.
- To work alongside and take direction from the Inclusion Lead to proactively promote the importance of early identification and

assessment in supporting more sustained engagement with education provision

- Identify and develop opportunities for collaboration across organisational boundaries to improve outcomes for children and families.
- Undertake project work as directed by the Inclusion Lead.
- Hold operational responsibility for the Local Authority's statutory duties relating to legal attendance, including contributing to decision-making.
- Influences and helps develop policy strategy and practice.
- Lead the operational delivery of the county's attendance strategy.
- Enable effective partnership working, including influencing, supporting, and appropriately challenging senior leaders across the system.
- Line manage Legal Attendance Inclusion Officers and provide oversight of their work.

Special Conditions

- The post-holder will on occasion be required to work outside office hours.
- This position is subject to a DBS (Disclosure and Barring Service) check.
- The post holder will need to hold a current, full driving licence which is valid for driving in UK and have access to your own vehicle or be able to travel across the County in a timely way.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome-based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have:

Experience

- A good practical understanding of the inclusion issues faced by the education system including.
- Working with and developing good relationships with a range of multi-agency stakeholders.
- Extensive experience of working in areas associated with vulnerable children, young people and their families.
- Experience of providing high quality case supervision to staff.
- Experience of working in multi-agency settings and across agencies.

Knowledge, Skills and Understanding

- Knowledge and practical interpretation of education legislation – to include attendance and S19, current local developments and strategic priorities
- A commitment to an inclusive/enabling response to meeting the needs of children with additional needs.
- Ability to exercise influence across a range of stakeholders.
- Problem solving and analytical skills.
- Ability to work with/across a range of stakeholders
- Knowledge of countywide services and resources to support children with additional needs
- Excellent communication skills, both written and verbal at all levels
- Ability to manage expectations and tensions, including having difficult or challenging conversations
- Understanding of key agency processes within health, education and social care as they pertain to the delivery of services and statutory intervention in children, young people and their family's lives.

Behavioural attributes

- Demonstrates Gloucestershire Leader/Employee Behaviours.
- Collaborative approach
- Self-motivated and determined
- Good negotiation skills
- Committed to high standards
- Able to work as part of a team
- Able to motivate and influence others
- Self-aware and open to learning
- Able to enthuse, achieve buy in and drive change
- Exhibits attributes of a leader
- Well organised and able to meet tight deadlines
- Ability to empower others and provide expert advice and guidance in order to increase skills and confidence in others
- Commitment to achieving the best outcomes for children and young people – taking responsibility, being professionally curious and holding self and others to account

Education & Qualifications

Essential

- Educated to degree level or equivalent
- Experience of Microsoft Office Package
- Experience of Liquid Logic, Capita & JADU case management systems
- Evidence of Continuous Professional Development

Desirable

- Experience of developing web reports to inform practice
- Leadership & Management qualification or a willingness to undertake