

## **Court Officer in Pupil Attendance Service**

**Salary Range: £34,629 - £40,171**

**Job Grade: Level 3 Zone 2**

### **About Camden Learning**

Camden Learning is a local education partnership established in 2017 and jointly owned by Camden Council and Camden's schools. A company limited by guarantee, it was created for the benefit of all our children and schools, with a core focus on school improvement. We have made good progress in building Camden Learning and developing greater capacity locally for a school-led system. We have a strong relationship with schools and have worked closely with leaders to put the architecture in place to provide stronger and more creative connections between them.

We have a fantastic opportunity for an enthusiastic, self-motivated and innovative children and young people's Health Improvement Practitioner to develop, deliver and evaluate health improvement interventions with children, young people and families. The post holder will be required to work with early years, schools, after school clubs, youth clubs and holiday clubs, provide training, advice, and support that aim to prevent obesity and address other Public Health priority areas

### **Role purpose**

Camden Learning is now recruiting for a Court Officer for the Pupil Attendance Service. We are looking for an experienced proactive individual to join and enhance our team of hardworking, passionate and friendly staff. This is a critical post within the Pupil Attendance Service within Camden Learning; The Court Officer post holder is responsible for ensuring each legal case is clearly evidenced and that pursuing legal proceedings is an efficient use of the council's resources. You will be responsible for issuing penalty notices and offering advice on court cases for non-school attendance to the team and to schools within Camden. Successful candidates will need to be self-motivated and be able to demonstrate an ability to work on their own initiative

### **The Court Officer will**

- To ensure that legal action is in accordance with the Attendance Strategy, the Penalty Notice Protocol and the Enforcement Concordant to support schools in improving attendance and punctuality in line with national and local benchmarks.
- To be the point of contact within the service providing information, advice and guidance to schools regarding the thresholds for issuing penalty notices.
- To issue penalty notices in accordance with the Penalty Notice Protocol.
- To give advice and guidance to school staff in relation to witness statements and ensure that appropriate evidence is compiled.

- Co-ordination of court cases within appropriate time scales and liaison with Camden Legal services. Attendance at court for all court hearings.
- To chair Legal Advisory Meetings and Court Assessment Panels as appropriate.
- To attend multi-agency meetings and represent the Pupil Attendance Service and Local Authority as directed.
- To maintain consistent and accurate data recording in relation to the roles and produce reports as required.  
To support the local authority in the discharge of its statutory duties in relation to safeguarding children and young people. The post-holder is responsible for ensuring they report any safeguarding concerns to the designated person in line with Local Authority's Child Protection Procedure.
- To attend team meetings and other meetings as required, and make representations at meetings as appropriate.
- To provide training when required to school staff, multi-agency colleagues and governing bodies in relation to Camden's Attendance Strategy and regarding processes relevant to the court officer post.
- To carry out the duties and responsibilities working with schools, children and families when required by the Pupil Attendance Service to improve schools attendance through providing information, advice and guidance; strategic interventions; and casework in line within the context of the Attendance Strategy and Service Level Agreements (SLAs) made with schools.
- To attend supervision and training as directed, and maintain and develop own knowledge, skills and competencies.
- All employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of their post and their level of responsibility.
- Response to changing work demands or more widely may require re-organisation and restructuring where working relationships may need to be re-drawn.
- The post holder will be required to take responsibility for the compliance with Health and Safety legislation and departmental safety arrangements, policies and codes.
- The post holder will be required to use their initiative to make decisions regarding legal action, provide advice to Head teachers, attendance officers, and school staff in relation to legal action, and complete tasks within a legislative framework, with supervision.
- The post holder will be required to work in an innovative way that explores possibilities for service improvement and efficiencies.
- The post holder will be required to build and maintain good working relationships across schools and council services.

### **Qualification requirements**

Essential:

- GCSE English pass, or equivalent level 2 qualification

Desirable:

- Level 2 qualification in IT
- GCSE Maths pass, or equivalent level 2 qualification

### **Person specification**

#### **Knowledge Essential:**

- Knowledge of educational legislation in particular relevant to attendance, pupils out of school, exclusions of pupils and child protection.
- Understanding of the issues for families that impact on school attendance.
- Knowledge of evidence based strategies for improving attendance and punctuality.
- Understanding of how to influence others to effect change in practice in relation to school attendance and punctuality.
- Knowledge of the role of differing agencies in the areas of attendance and exclusion of pupils.
- Knowledge of Special Educational Needs and the issues arising from support for such pupils.
- An understanding of working in accordance with Service Level Agreements and an ability to contribute to the year-by-year development of Service Level Agreements.
- Knowledge of court processes and requirements for court submissions on attendance.
- Understanding of penalty notice process
- Knowledge and understanding of child protection legislation and issues related to the Local Authority's role in its implementation

#### **Skills Essential:**

- Ability to organise, meet deadlines and work under pressure.
- Effective verbal and written communication skills; ability to communicate with a wide range of individuals including young people.
- Understanding of the cultural diversity in Camden and how to engage effectively with ethnic minority communities
- The ability to manage complex situations with tact and diplomacy to be able to achieve positive outcomes for children and young people, including the implementation of legal action where appropriate.
- Ability to interrogate databases and collate reports.
- Proficiency in IT skills including MS Office and competence in Excel.
- Ability to work co-operatively and flexibly with colleagues as part of a multi-disciplinary team and with other agencies and departments.
- Ability to use and work to own initiative.
- Ability to prioritise workload and manage competing priorities.

**Desirable:**

- Ability to use CSV / Paris applications

**Experience Essential:**

- Demonstrated successful experience of co-ordination of legal actions.
- Experience of working with Legal Services to ensure successful prosecutions.
- Experience of producing statistical information for analysis and reports.
- Demonstrated successful experience of working collaboratively with others in local community, local authority, partner agency, or third sector settings

**Desirable:**

- Experience of a business administration or information management role.

**Work Environment:**

The main base of work is the office at 5 Pancras Square, though the post holder may be able to work remotely for some of the week.

**People Management Responsibilities:**

No management responsibility

**Diversity & Inclusion**

We want Camden Learning to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do.

**Asking for Adjustments**

Camden Learning is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [camdenlearningrecruitment@camden.gov.uk](mailto:camdenlearningrecruitment@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG