



The
Ongar
Academy

Job Description

JOB TITLE: Attendance Officer.

LINE MANAGER: Assistant Headteacher: Behavior, Safeguarding and Attitudes.

BAND: 3 (Points 6-11) 37 hours per week 39 working weeks/44.3 paid weeks.

JOB PURPOSE: To monitor all student attendance and punctuality across Years 7-12. To provide support for students, staff and parents in sustaining existing exceptional levels of attendance and punctuality throughout the school. To advise the Senior Leadership Team of any legal action required and to lead on this.

THE ATTENDANCE OFFICER IS RESPONSIBLE FOR:

- Promoting positive attitudes for students and families towards education and ensuring that parent/carers are fully aware of their statutory responsibilities.
- Acting on behalf of The Ongar Academy in carrying out the provision of relevant legislation.
- Checking every student's daily attendance using the systems available, collating the list of absent pupils and informing parents of absence in line with the school's Attendance Policy.
- Liaising with students educated off site for attendance and safeguarding.
- Updating Sims with reasons for absence, ensuring accurate records are kept.
- Devising effective strategies and implementing plans to improve a student's attendance, including requesting medical evidence.
- Meeting with parents/students and any other relevant agencies in school to discuss any concerns around attendance.
- Attending parents evenings to meet specific parents as requested by Standards and Progress Leaders.
- Assisting the Assistant Headteacher - Behavior, Safeguarding and Attitudes in completing home visits when necessary.

- Carrying out the late gate duty.
- Recording and reporting on school leavers and starters, ensuring all leavers have their school movement tracked.
- Meeting with Standards and Progress Leaders regularly and assisting staff in establishing and developing a professional service to support the school in sustaining existing high levels of attendance, investigating persistent absences and improving punctuality.
- Advising parents of all legal sanctions available as appropriate to ensure the regular attendance of students
- Working with appropriate staff on child protection matters and fulfilling all responsibilities contained in Safeguarding Children and every Child Matters procedures and practice. This may involve attending case conferences, strategy and planning meetings as well as core groups or other meetings.
- Producing attendance data analysis for governors termly, highlighting trends and patterns.
- Using IT systems to produce reports for SLT and other professionals, often to tight timescales, using word processing and recording information including statistical data.

There is a confidentiality component in this role and the post holder needs to hold the trust and confidence of both students and teachers. He/she may acquire information on child protection/ family sensitive issues which must be treated carefully and appropriately.

NOTE:

All staff at The Ongar Academy are expected to:

- participate in the performance and development review processes, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager;
- comply with individual responsibilities, in accordance with the role, for health & safety in the workplace;
- ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

(October 2020)

See Person Specification Below.

PERSON SPECIFICATION – ATTENDANCE OFFICER

	Essential	Desirable
Qualifications And Experience:		
Experience of working on attendance in a secondary school setting.	√	
Experience of working with children, young people, parents and families preferably within an educational context.	√	
G.C.S.E. English at grade C/grade 4+	√	
G.C.S.E. Maths at grade C/grade 4+	√	
Good working knowledge of Office 365, including Word and Excel	√	
Experience of using SIMs to record attendance.		√
Skills, Knowledge And Understanding:		
The ability to make a proactive contribution to the work of the pastoral team and other agencies in enabling students to fulfil their potential by ensuring that they attend school regularly.	√	
The ability to work effectively with a range of adults, including those parents/carers who are more difficult to reach.	√	
Excellent organisational skills.	√√	
The ability to remain calm under pressure.	√	
The ability to manage and support the work of others.	√	
Knowledge of the procedures and legislation relating to school attendance.	√	
Knowledge of the procedures and legislation relating to confidentiality, including GPDR.		√
Knowledge of the most recent child protection and safeguarding procedures and practices as set out in 'Keeping Children Safe In Education'.	√	

Understanding of issues that may affect a student's ability to attend school.	√	
Highly effective communication skills – listening, speaking and writing.	√	
Highly effective time and task management skills.	√	
The ability to maintain high standards of confidentiality.	√	
The ability to listen effectively.	√	
The ability to work with initiative without direct supervision.	√	
General		
Commitment to continued professional development.		√
Good attendance and punctuality.	√	
Professional dress.	√	

(October 2020)