



## JOB DESCRIPTION



<b>Job Title:</b>	<b>ATTENDANCE OFFICER</b>
<b>Grade:</b>	LV05 point 8 to 12
<b>Hours:</b>	37 hours per week, term time plus inset days
<b>Responsible to:</b>	Assistant Headteacher
<b>Liaison With:</b>	Parents, students, teaching staff, Local Authority, Pastoral Team, Academic Year Leaders

### KEY ROLE:

The post holder is responsible for:

Supporting the progress of students by working with the school, parents and students to achieve the best possible attendance.

### MAIN DUTIES AND RESPONSIBILITIES

#### Promotion of school's policies on attendance and learning

- Safeguard students by following the school's policy on first day contact for absence.
- Refer any safeguarding concerns to the DSL
- Challenge students' levels of attendance in accordance with the school's policies and work effectively with parents and carers
- Undertake home visits for targeted students on a regular basis
- Be a high profile presence with the purpose of combatting lateness and truancy
- Evaluate and supply accurate attendance data to the Leadership Team, Academic Year Leaders and Pastoral Team, identifying key trends and analysis, including targeted cohorts
- Be responsible for monitoring and improving the attendance of the targeted cohort of students

#### Persistent absentees

- Be responsible for monitoring and improving the attendance of a targeted cohort of students
- Implement a range of strategies to ensure targeted attendance of all students
- Counsel and support students to affect an improvement in their attendance. Work with students to establish and address barriers to attendance

## **Collaboration**

- Liaise with parents and carers regarding unauthorised absence from school and identify factors influencing the absence
- Ensure parents understand the potential consequences for their children and themselves if absences persist
- Communicate with parents regarding lateness to school
- Work as a link between the school and parents/ carers to resolve any issues with attendance and punctuality
- Organise and participate in attendance panels
- Work with the Local Authority attendance team in improving school attendance
- Ensure all aspects of the LA school attendance SLA are met, informing the Assistant Headteacher promptly if there are concerns with the service
- Communicate with outside agencies in relation to attendance i.e. Police and Social Care.
- Identify those cases that should be referred to the Local Authority for court proceedings or penalty notices

## **Tracking, monitoring and analysis**

- Ensure all registers are completed and no missing marks or unexplained absences remain to ensure safeguarding and compliance
- Ensure all student attendance records are up to date with the correct absence codes applied
- Monitor DfE guidance for any amendments to the use of absence codes
- Supply accurate attendance data to the Leadership Team and Trust
- Complete statistical returns and necessary information to various agencies according to agreed timescales
- Oversee and manage the late students, supplying accurate punctuality data to the Leadership Team and Pastoral Teams
- Assist and check records prior to the Census to ensure school attendance is accurate and up to date.
- Input prearranged attendance information i.e. exams, music trips, sporting events, work-based learning appointments, absence reports etc and to keep Academic Year Leaders and staff updated.
- Print off official registers daily with explained absences to ensure at hand in the event of a fire.
- Provide updates for staff on student attendance.

## **General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

- To ensure that all administrative duties, checks, documentation, reports and return are completed accurately and submitted within required deadlines.
- To deal with correspondence promptly and as required.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all Trust policies and procedures are followed.
- To ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community.
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and reporting to the DPO any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.

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

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/Chief Executive Officer to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.

**Post Holder's Name:** .....

**Signature:** ..... **Date:** .....

**Line Manager's Name:** .....

**Signature:** ..... **Date:** .....

## ATTENDANCE OFFICER

### Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE English and maths at grade C/4 or equivalent</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Work with families and young people</li> <li>• Administrative work within a busy setting</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Strong skills in all aspects of Microsoft Office including TEAMS</li> <li>• Ability to interpret information and to devise practices</li> <li>• Ability to prioritise work effectively</li> <li>• Ability to work flexibly to meet deadlines and respond to unplanned situations</li> <li>• Ability to respond positively to and actively support Senior Management within the Trust</li> <li>• Ability to work as part of a team</li> <li>• Strong written and oral communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the procedures and statutory requirements around school attendance</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Able to maintain confidentiality in all circumstances</li> <li>• Proactive approach to work being responsive, empathetic and supportive to all within the school</li> <li>• Able to establish effective relationships with those working in and with the school</li> <li>• Ability to build and form good relationships with colleagues and students</li> <li>• Understand the importance of physical and emotional wellbeing of staff and pupils</li> <li>• Have a sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Able to contribute new ideas and ways of working</li> </ul>