



## **Job Description**

<b>Job Title:</b>	<b>Attendance Assistant</b>
<b>Location:</b>	<b>Clacton Coastal Academy</b>
<b>Weeks Per Year:</b>	<b>39 weeks per year</b>
<b>Reports to:</b>	<b>Attendance Lead</b>

### **Purpose of the Role:**

- To support and assist the Attendance Lead and Year Teams to improve student attendance rates and reduce lateness, through working with students and families and developing and implementing bespoke support programmes.

### **Responsibilities:**

- Assist the Attendance Lead to promote good attendance and improve attendance rates.
- Register late students, and follow up student lateness in accordance with Academy lateness procedures.
- To contact parents/carers when students are late in accordance with Academy procedures.
- Monitor daily attendance of specific sub groups of students and follow up concerns under the direction of the Attendance Lead.
- To contact parent/carer if a student within a specific sub group, including FSM, is absent following Academy procedures.
- Assist the Attendance Lead in offering support to specific sub groups of students with attendance issues by establishing routines and contact support within school and families.
- To accompany the Attendance Lead and sometimes lead on home visits as required.
- To provide and maintain administrative and organisational assistance to the Attendance Lead including writing letters, filing, keeping electronic records, photocopying and other relevant clerical duties.
- To produce reports and collate statistical data as required by the Attendance Lead.

### **General**

- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- To understand and apply Academy policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for own development
- Attend relevant Academy meetings as required
- To respect confidentiality at all times
- 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 comply with individual responsibilities, in accordance with the role, for health & safety in the work place.
- Ensure that all duties and services provided are in accordance with the Academy's Equal opportunities Policy.
- The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.



## **Equality, Equity, Diversity and Inclusion**

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.





**Person Specification**

**Job Title: Attendance Assistant**

<b>General</b>	<b>Detail</b>	<b>Essential requirements:</b>	<b>Desirable requirements:</b>
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>GCSE Grade C in English &amp; Maths (or equivalent qualification / professional experience)</li> </ul>	
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>Keeping Children Safe In Education (KCSiE) and safeguarding policy</li> <li>Understanding of schools and use of a management information system.</li> </ul>	<ul style="list-style-type: none"> <li>Safeguarding qualifications</li> <li>Previous experience of working in a school and demonstrating written and verbal telephone skills.</li> </ul>
<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
	Forward and strategic planning	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
	Abilities	<ul style="list-style-type: none"> <li>To support and manage challenging conversations with parents in person or via the telephone.</li> <li>Support in the preparation of stakeholders meetings with student information</li> <li>Prioritise own workload and conflicting demands and priorities</li> <li>Highly motivated and driven to improve children in their attendance and ensure parents work to the same end.</li> </ul>	<ul style="list-style-type: none"> <li>Worked in school attendance previously.</li> <li>Experience of data management and report collating.</li> <li>Up to date knowledge of Google suite software (Or equivalent Word processing, spreadsheets and databases)</li> </ul>



		<ul style="list-style-type: none"><li>● Be adaptable to changing school priorities.</li></ul>	
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"><li>● Be able to adhere to the academies code of conduct</li></ul>	
	Values	<ul style="list-style-type: none"><li>● Ability to demonstrate, understand and apply our values<ul style="list-style-type: none"><li>○ Be unusually brave</li><li>○ Discover what's possible</li><li>○ Push the limits</li><li>○ Be big hearted</li></ul></li></ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"><li>● Hold a full UK driving license.</li><li>● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li><li>● Right to work in the UK</li><li>● Show a commitment to promoting the welfare and safeguarding of children and young people</li><li>● Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children &amp; young people and staff</li></ul>	