**Job Description**

**Post Title: Assistant Attendance Officer**

**Location: Arnold Hill Spencer Academy**

**Salary/Pay Range: NJC 14-18 £24,673 - £26,420**

**Hours of work: Full Time 37 Hours per week, Term Time + 2 weeks, Permanent.**

**Reporting to: Attendance Officer**

**Purpose of Role**

The post holder will report directly to the Attendance Officer. Your main role as Assistant Attendance Officer is to promote and provide an efficient attendance service for the Academy. The post holder is also expected to continuously contribute ideas to design the effective running of attendance.

The Academy is committed to working to best meet the needs of all students and therefore the successful candidate will demonstrate an interest and enthusiasm in supporting young people. The successful candidate will work towards fulfilling the Academy’s commitment to a high quality of service and will promote and embody the Academy’s ethos.

**Nature and Scope**

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

**Main Duties and Responsibilities**

Specific responsibilities include the following which provides a working framework within which the post holder should exercise initiative and accountability:

* To complete safe and well checks – your own car with business insurance will be needed (Mileage is paid)
* To assist in delivering pastoral and attendance support to pupils by recording, monitoring and analysing attendance records.
* Promote good attendance inside and outside of school using a variety of methods.
* Collaboratively work to reduce the percentage of PA (Persistent Absence) and lateness at the Academy.
* To provide feedback to staff, parents and students in relation to attendance.
* To maintain constructive relationships with parents/carers when exchanging information, facilitating their support for their child’s attendance, access and learning and supporting home to Academy and community links.
* To make unsupervised contact with families in response to allocated referrals i.e. home visits and/or meetings in school.
* To assist in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems etc.
* To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* To effectively and proactively resolve all issues arising from attendance and in a timely manner and analyse data and patterns in relation to absence.
* To maintain and update all necessary records using manual and computerised systems, compiling returns as appropriate.
* To update attendance records.
* To keep appropriate staff up-to-date with information.
* To attend and participate in regular meetings and act as minute taker.
* To maintain productive working relationships with pupils, acting as a role model.

**Specific Responsibilities**

**Daily:**

* Record Parent/Carer Absence calls on SIMs/Synergy and ensure that reason for absence and any other additional information is fully documented.
* Make phone calls on the first day of absence and for safe and well checks
* Record and file medical letters and provide updates as needed.
* Email staff who have not completed their registers and refer any repeated non-compliance to the Line Manager and Assistant Vice Principal.
* Manage distribution and collation of Holiday Absence Request Letters
* Follow up absences for students with no reasons provided – telephone calls/emails
* Attendance of AP students – ensuring daily contact am/pm with providers
* Safe and well checks for named students

**Weekly:**

* Update Attendance tracker with attendance figures from SIMS.
* Attendance coding QA of codes used and reasons
* Send attendance letters out to parents regarding cause for concern with attendance
* Administer Penalty Notice letters to parents, tracking of absences and completion of paperwork to the LA
* Liaise with HOY on weekly attendance positives and causes for concern and implement support for students
* Liaise with the Assistant Principal in charge of attendance as needed.
* Support rewards for good attendance and improved attendance across the academy.
* Generate daily, weekly and yearly attendance data using tracker and create year group comparisons from data. Generate previous academic years attendance comparatives when required.
* Home visits for students for safe and well checks

**Termly / Half Termly:**

* Provide Half Termly Attendance data for analysis at SLT/Trust level
* Work collaboratively with the Lead on Attendance
* Reward students who have good attendance and support those who need to improve
* Produce an attendance board and promotional material for Parents’ Evenings/Open Evenings/display/website/social media

**Other:**

* To assist with the efficient running of the student support office and undertake general office duties/assisting as required and ordering equipment and resources when needed.
* Maintain clear expectations, high standards of professionalism and collaboration to meet the Academy Development Plan priorities

**Other duties**

Undertaking any other duties, which may reasonably be regarded as within the nature and the responsibilities/grade of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms. The post holder will be expected to be a First Aider. Training will be given.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
* Participate in the Trust Professional Performance Review process and undertake professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name

Signature

Date

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications and experience** | | |
| Educated to GCSE level including English and Maths at Grade C or above, or equivalent qualifications  A relevant degree  A professional qualification relevant to the post |  |    |
| **Knowledge and skills** | | |
| Able to drive and has own vehicle  At least one year’s related experience of work within a school attendance related service  Working with children, young people, parents and families preferably within an educational context  Have worked as part of a team, as well as on your own initiative  Willingness to undertake travel as and when required  Working with professionals from other agencies and in a multi- agency context  Using IT systems to compile reports as well as analysing statistical data for monitoring purposes  An understanding of school systems and of the issues affecting truancy and school attendance  Demonstrate an understanding of issues linked to confidentiality  Demonstrate an understanding of issues that may affect a student’s ability to attend school  Ability to communicate effectively both orally and in writing especially with school staff, EWS, social workers and other professionals  Ability to use IT Systems effectively to produce reports, record information and monitor outcomes for individuals and groups  Ability to use SIMS and Synergy  Ability to persuade and negotiate as well as good interpersonal/communication skills  Demonstrate an ability to cope with stressful/conflict situations  Demonstrate a solution focussed approach, collaborative working and enthusiasm to work with students, parents and carers in addition to school-based staff.  Demonstrate knowledge of national attendance regulations for schools |                                |  |
| **Personal qualities** | | |
| Excellent interpersonal skills with the ability to maintain strict confidentiality  Initiative and ability to prioritise own work and that of others to meet deadlines  Efficient and meticulous in organisation  Able to follow direction and work in collaboration with the leadership team  Able to work flexibly, adopt a hands-on approach and respond to unplanned situations  Ability to evaluate own development needs and those of others and to address them  Commitment to the highest standards of child protection and safeguarding  Recognition of the importance of personal responsibility for health and safety  Commitment to the Trust’s ethos, aims and whole community. |                    |  |