

Assistant Attendance Officer

NJC Pay Range	Band D
Responsible For:	Attendance
Responsible To:	Senior Attendance Officer

Main Purpose of the Post

- To support the school in its aim to improve attendance and to reduce persistent absence so as to improve the academic progress of students by working closely with Senior Leaders, the attendance and behavior teams, Student Support Unit, Safeguarding and SEN.
- Identifying and removing barriers to learning for all students across the academy.
- Relentlessly driving high expectations for attendance, and punctuality of all students within the academy.
- Review attendance data regularly and ensure that appropriate strategies are in place to support them.
- Work with staff, parents/careers and multi-agencies to ensure that students develop high levels of character, emotional, social and physical resilience to engage successfully with learning and fundamentally improve student's life chances.

Key Areas of Responsibility

- Be a role model of the highest standards, promote professional standards and expectations to young people, staff and broader community.
- Promote the highest standards of personal presentation, exceptional manners and traditional values of respect, courtesy and British Values which underpin the ambitious 'Key Drivers' of Wath Academy.
- To relentlessly drive the improvement of student attendance. Playing a key role in implementing the Academy attendance strategy. Building relationships and provided challenge with both students and parents through home visits.
- Receiving and making telephone calls to parents and outside agencies relating to attendance and absence.
- Preparing information on a daily basis for transmission via text message and to help process any feedback.
- The input of attendance data into SIMS.
- Liaise with the Senior Attendance Officer, SLT link, Academic and Pastoral Year Leaders, Form Tutors and other colleagues as required.
- Compiling reports on student attendance.
- To provide and present regular updates on attendance matters to key stakeholders.
- To support students with poor attendance who are at risk of significant underachievement, through a range of targeted interventions, including student/parent interviews, monitoring logs, incentive programmes.
- Visiting the homes of identified students to find out why they are not in school and to facilitate their return.
- Produce reports to support monitoring of attendance and punctuality.
- To keep up to date with SIMS training.
- Organise attendance initiatives.
- Help with the organisation of Attendance Panels to engage parents and students.
- Provide cover for and deputise for the Senior Attendance Officer in their absence.

- Participate in training, other learning activities and performance development as required.
- Attend and participate in meetings as required.
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the post holder's supervisor from time to time, in consultation with the post holder.
- To support the behaviour for learning policy in tackling lateness to school and lessons.
- Communicate with staff regarding missing/incomplete/inaccurate registers.
- To maintain accurate and up-to-date records on students.
- To prepare resources/updates for the Assemblies and Tutor time, focused on informing students about individual, school and year group attendance.
- To monitor a key groups of students.
- To provide the daily contact for young people beyond the classroom – liaising with staff, multi-agencies and parents/carers to ensure that students develop the emotional, social and physical resilience to engage with learning both academically, socially and emotionally.
- To analyse and interpret SIMS attendance logs to identify important issues/trends, problems and intervene accordingly.
- To ensure same day communication with parents/carers and work proactively to solve problems and secure effective and time related solutions.
- To support Academic Year Leaders in identifying students with additional needs and collating the necessary paperwork to seek additional interventions through the Vulnerable Learners Network.
- To act as point of contact for medical needs and to liaise with Academic Year Leader and Safeguarding Team to support a partnership approach to working with children and their parents/carers whose medical needs impact on attendance and punctuality.

Other Considerations Relevant to the Role

- To work from an identified MLT Office location.
- To work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties.
- To work flexibly in order to meet the needs of the Academy.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.

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Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To provide reports and updates to Leaders in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

Other considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.