



## Attendance and Deputy Exams Officer Job Description

Position	<b>Attendance and Deputy Exams Officer</b>
Salary	<b>Grade F, SCP 9 – 13 (FTE £27,254-£29,064; Actual salary £23,626-£25,195)</b>
Tenure	<b>Established</b>
Time	<b>Full time, 37 hours per week, term time only plus Inset days</b>
Responsible to	<b>Senior Leadership Team / Exams Officer</b>

### Context of the Role

- Works within the school, promoting good attendance. Identifies pupils with poor attendance and works with them and their family to improve their attendance at school.
- Is available for the majority of the school day (including morning and afternoon registrations), to record and monitor attendance, and to support examinations related activities as required.

The school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy, and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

### Main Purpose of the Role

The focus of the role is to provide administrative support to the Senior Leadership Team in two areas, with one being the predominant area of responsibility:

- Primary focus of this job is to complement the professional work of teachers by implementing the School's Attendance Policy and improving the attendance of identified pupils whose attendance is a barrier to their performance. Responsible for recording, monitoring, evaluating and reporting on attendance data across Years 7 to 13;
- The secondary responsibility is to provide (seasonal) support to the School's Exams Officer in the organisation and conduct of both public examinations and internal assessment, as well as the School's Admissions Tests.
- The tertiary responsibility is to provide administrative support withing the School Office, including scheduling lunch breaks with colleagues to ensure that two members of office staff are available at all times.

### Principle Responsibilities – Attendance

#### *Operational*

- Report to the Deputy Headteacher (pastoral)
- Work with the pastoral colleagues to anticipate and manage attendance issues constructively.
- Actively promote good attendance from all pupils. This will include maintaining a visible presence around school site in the morning and during key points of the day.
- Communicate with parents/carers to establish reason for unexplained absences and report the outcome of such calls to relevant parties.
- Report any child who is absent without reason as a potential safeguarding issue.
- Be responsible for the input and production of absence data reports for pastoral staff, the senior leadership team and the school governors.
- Monitor attendance and punctuality data. Interpret statistical data to identify issues/patterns of non-attendance with individual pupils.

- Work with pupils who have been identified with poor attendance and their families on short- and medium-term strategies to remove barriers to either regular attendance at school using advisory and persuasive skills as appropriate.
- Monitor and evaluate the effectiveness of strategies with individual pupils.
- Oversee attendance at school detentions.
- Support other staff in collating statements and evidence to investigate behaviour or attendance incidents.
- Undertake general administration duties as required.

#### *Communication*

- Attend the pastoral meeting and communicate with Heads of Year to discuss current issues and developments relating to attendance and punctuality.
- Communicate with school staff to update them on pupil attendance and work to identify pupils with issues that are affecting their performance at school.
- Develop and maintain regular contact with parents of pupils with attendance difficulties, including home visits where appropriate.
- Provide advice for pupils returning after long periods of absence and assist in planning their re-integration.
- Communicate work as set out by the classroom teacher to absent pupils.
- Establish links and communicate with feeder schools to gain any relevant information about attendance records of new pupils. This information will support teaching staff to ensure the smooth transition of pupils between phases.
- Respond to enquiries from parents/carers by telephone, email or letter and direct them to relevant sources of advice and guidance as appropriate. Provide pastoral support where required.
- Promote positive behaviour, and challenge inappropriate behaviour as necessary.

#### *Partnership or Corporate Working*

- Attend meetings with external agencies and parents as appropriate and follow up on actions required.
- Liaise with external agencies and share information appropriately.
- Liaise with specialist support service to ensure appropriate support is in place for pupils as required.

#### *Skills Development*

- Participate in pastoral team meetings and attend any necessary training events.
- Participate in the school's performance management system.

#### *Safeguarding*

- Be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.

#### *Systems and Information*

- Keep records of pupil attendance and any incidents.
- Maintain records of all communication with parents/carers.
- Provide accurate and up to date statistical data and reports.

#### *Planning and Organising*

- Coordinate appropriate learning opportunities for targeted pupils in detention
- Assist in developing systems and procedures to improve attendance and punctuality.

#### *Responsibilities – Examinations*

- Work alongside the **Examination Officer** to support them in:
  - The organisation and running of all internal and external examinations within the School, as well as the School's Admissions Tests.
  - Ensuring entries for public examinations are accurate and timely and that all appropriate allowances for pupils with additional access requirements and other needs are accommodated.
  - Overseeing operational requirements for examinations, including the confidentiality and security of examination materials, invigilation arrangements, and timetabling.
  - Deputising for the Examinations Officer, as necessary.

## General Information

### *Data Protection*

- Comply with the School's policies and supporting documentation in relation to Information Governance, this includes Data Protection, Information Security and Confidentiality.

### *Health & Safety*

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- Work with colleagues and others to maintain health, safety and welfare within the working environment.

### *Equalities*

- Within own area of responsibility work in accordance with the aims of the Equality Policy Statement.

### *Flexibility*

- Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with School Policies and Procedures.

Please note that these responsibilities will be reviewed from time to time and may be amended as is reasonable by the Headteacher.

These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities commensurate with the post, as reasonably requested by the Headteacher and Deputy Headteacher.

Signed: \_\_\_\_\_ *Attendance and Deputy Exams Officer*

Signed: \_\_\_\_\_ *Headteacher*

Date: \_\_\_\_\_