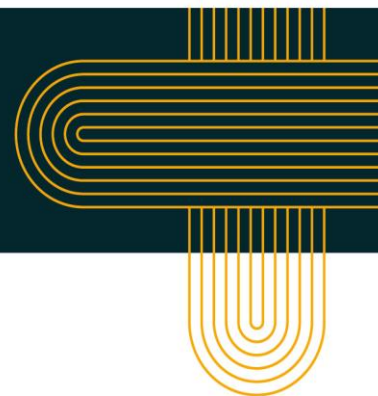




JOB DESCRIPTION

Job Title: Attendance & Family Support Officer
Grade: B3
Reporting to: Senior Child Protection, Safeguarding and Attendance Lead

Job Purpose:

The Attendance & Family Support Officer works under the line management of the Senior Safeguarding, Child Protection and Attendance Lead to promote strong rates of pupil attendance across the academy. The role ensures that all day-to-day attendance policies and procedures are rigorously followed, including the accurate tracking of absence, monitoring of punctuality, and the use of legal frameworks to provide appropriate challenge where required. The post holder also supports the consistent use of praise and reward to encourage positive attendance habits and contributes to creating a culture in which high attendance and punctuality are prioritised and celebrated.

Main Duties and Responsibilities:

- Ensure all registers are completed accurately, with no missing marks or unexplained absences.
- Follow up with staff who have not completed registers; refer repeated non-completion to the line manager.
- Implement the academy's 'first day contact' policy by contacting parents/carers on the first day of absence to ascertain reasons for non-attendance.
- Ensure all unexplained absences are accounted for, including sending letters requesting explanations when necessary.
- Monitor attendance of vulnerable pupils, working with colleagues and external stakeholders to identify and address barriers to regular attendance.
- Track pupil attendance to prevent persistent absence (PA) and severe absence (SA) promoting and driving a 95%+ attendance rate to support positive progress and achievement.
- Monitor punctuality, including late arrivals and late collection by parents/carers, and take appropriate follow-up actions working alongside the Senior Safeguarding, Child Protection and Attendance Lead.
- Track 3-day pupil absences to ensure home visits are conducted in line with safeguarding policies.
- Follow correct procedures for removal from roll where pupils are missing education, including Children Missing in Education (CME) and Elective Home Education (EHE) processes.
- Administer fixed penalty notices as directed by the Senior Safeguarding, Child Protection and Attendance Lead.
- Support the completion of manual registers and other attendance-related administrative tasks.
- Produce and maintain attendance-related documents, reports and bulletins to support the wider academy leadership when requested.
- Maintain and update attendance boards across the academy promoting a positive culture of attendance.
- Promote attendance rewards, including sharing communication of weekly attendance praise in assembly via Class Dojo with parent/carers.
- Support the academy's work in relation to family support, including providing administration and logistical support connected to the academy's Community Hub offer.
- Support home visits in line with safeguarding policies to follow up on absences.
- Attend and contribute to Attendance Meetings and other relevant meetings as required.
- Communicate effectively with parents/carers and colleagues via written communication and telephone, balancing appropriate challenge and support.

GORSE

- Use IT systems and databases efficiently to manage attendance records and administrative tasks.
- Work within academy policies and procedures, including adherence to the dress code, always representing the academy professionally
- Build positive professional relationships with colleagues across the academy to support pupil attendance and wellbeing.
- Ensure all attendance practices align with safeguarding policies and procedures, including Keeping Children Safe in Education, to protect the welfare of pupils.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.
- To complete AM, Break, Lunch & PM duties as required by the Principal.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

PERSON SPECIFICATION

Criteria	Essential/ Desirable
Qualifications	E/D
• Grade C/4 and above in GCSE English and Mathematics (or equivalent).	E
Knowledge and Skills	E/D
• Strong understanding of school attendance policies and safeguarding procedures	E
• Ability to use IT systems and databases effectively for attendance tracking	E
• Excellent organisational skills and attention to detail	E
• Ability to communicate effectively with parents/carers and colleagues, both verbally and in writing	E
• Ability to work independently and as part of a team	E
• Ability to maintain confidentiality and handle sensitive information appropriately	E
• Knowledge of legal frameworks relating to attendance (e.g., fixed penalty notices, CME, EHE)	D
Experience	E/D
• Experience working in an educational setting or similar environment	D
• Experience of monitoring attendance and punctuality	D
• Experience of liaising with parents/carers and external agencies	D
Continuous Professional Development	E/D
• Evidence of commitment to Continuing Professional Development	E

Other Conditions		E/D
• Enhanced DBS Clearance		E

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.