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*Our Vision:*

 *To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.*

**Shirley High School**

**Performing Arts College**

***“Striving for Excellence”***

**Job Description:**

Post: Attendance and Welfare Officer and Administrator

Line Manager: SLT in charge of Whole School Attendance

**Purpose of the Role**

**Main Areas of Responsibility and Guidance:**

* To establish and maintain effective communication with all pupils, parents/carers, colleagues and other professionals;
* To oversee the registration system;
* To monitor late arriving pupils and deal with queries;
* To follow up pupil absence and lateness on a daily basis and make appropriate referrals;
* To carry out home visits as required for pupils causing concern in terms of attendance and punctuality, providing parents/carers with necessary information and making appropriate referrals;
* To liaise as required with outside agencies, parents/carers, social workers, other schools and organisations in relation to information and attendance of excluded pupils, pupils attending alternative education provision, pupils attending college part-time and attend to queries as required by the SLT member with responsibility for Attendance;
* Coordinate poor punctuality detentions;
* To have an overview of the persistently absent pupils and inform the SLT member in charge weekly;
* To follow up on the reasons for absence of persistently absent pupils ensuring that any required information/proof, GP consent letters etc. are put in place;
* To arrange attendance panel meetings with all relevant parties:
* Provide timely intervention required for persistently absent pupils;
* To attend all meetings as directed for the post;
* Liaising with pupils, parents/carers, colleagues and other professionals in relation to pupil attendance and punctuality;
* Undertaking any other duties at the request of the line manager, which are commensurate with the post;
* To advise SLT on matters relating to attendance, punctuality and associated welfare;
* To keep abreast of changes in Attendance legislation and advise as appropriate;
* Evaluate and review policy and procedures in relation to attendance and punctuality;
* Analyse and interpret attendance data and devise strategies, including intervention programmes for pupil premium pupils, identified groups and parents of pupils with attendance or punctuality concerns, as directed by SLT or the data;
* Present attendance data at all agreed meetings;
* Maintain case studies for identified pupils;
* To prepare information, statistics and reports as required by the Line Manager, Principal, Governing Body, Local Authority and DfE;
* Work closely with the local authority and other external agencies as appropriate;
* Prepare penalty notices, pre-court assessments, prosecution papers/reports and attend court as required;
* Manage staff operational duties and manage school targets for improving attendance;
* Deliver training and updates to school staff in relation to attendance, punctuality and welfare;
* Manage the monitoring and evaluation process for all school staff to maintain attendance above the national average;
* Evaluate and review off-site and home visit procedures regularly and provide appropriate risk assessment advice to staff;
* Represent the school at attendance panel meetings, TAF meetings, Early Intervention Panel meetings and professionals meetings as agreed;
* Manage allocated resources in line with school policy;
* Work flexibly to meet the demands of the role;
* To manage school attendance registers in the event of fire or other emergency, communicating with SLT in the event of emergency or unforeseen circumstances school closure;
* Work in partnership with the Heads of Year and the Director of Inclusion, as well as external agencies including the Locality Help Team, FRS, Medical and EWS as required;
* Make decisions and referrals internally and to outside agencies for pupils needing intervention programmes;
* Monitor the outcomes of the pupil intervention programmes and attend update meetings as appropriate;
* To carry out home visits with colleagues to pupils causing concern in terms of attendance and/or punctuality and/or welfare, providing parents/carers with necessary information and making appropriate referrals;
* To identify non-attendance patterns and potentially vulnerable pupils and inform the appropriate members of the Pastoral Team and LM as required;
* To investigate the underlying causes of poor attendance and punctuality and recommend appropriate intervention;
* To work with the parents/carers and Heads of Years to put in place appropriate strategies and reintegration processes for pupils identified as having issues with attendance and/or punctuality;
* To attend meetings with parents/carers and other professionals in relation to attendance and punctuality including providing information for court hearings;
* To initiate and follow through with appropriate sanction/s in liaison with relevant colleagues and other professionals including fines and court action;
* To liaise with the local statutory body on attendance, provide information for or attend meetings at various stages of prosecution or other sanctions relating to attendance;
* To introduce and lead on any initiatives relating to attendance and punctuality and supervise additional staff as required;
* To initiate CAFs as lead professional when appropriate.

**Administration of Attendance:**

* To ensure registers are taken daily; details from manual registers are inputted and problems reported as necessary;
* Produce a daily report highlighting those registers not taken, follow up on missing or inaccurate data directly with staff via email and email this information to the member of SLT with responsibility for Attendance
* To follow up on absences through requests for notes; update absence information; and file absence notes and/or other information such as doctor’s certificates;
* To send letters to parents/carers regarding attendance and/or punctuality as required;
* Run the poor punctuality reports and produce the poor punctuality detention lists for poor punctuality detentions;
* To take minutes/notes as required in attendance and/or punctuality meetings, draw up any plans required, and circulate necessary information;
* To maintain records and filing systems including pupil attendance files;
* To process, update, input and extract data held on SIMS; produce reports and data for analysis as required; and print out weekly data reports for form tutors, Heads of Years and LM as requested;
* To monitor SIMS weekly to ensure that HOYs and Form Tutors are making contact with home as per attendance requirements;
* Running weekly checks to identify and ensure that the codes being used are current and precise;
* Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports;
* Process, update, input and extract data held on SIMS; produce reports and data for analysis as required; and print out weekly data reports for form tutors, Heads of Year and LM as requested
* Ensure that absentees and latecomers are correctly identified on a daily basis and parents/carers are contacted as necessary using Parent Call;
* To deal with correspondence promptly and as required;
* Maintaining accurate and relevant records relating to these areas;
* Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports;

**Pastoral Support:**

* To be part of the Pastoral team and attend and participate in relevant meetings;
* To have an overview of truancy in and out of school and report on this at Pastoral Team meetings;
* Review all red card detentions and ClassCharts in relation to truancy and enter them onto a spreadsheet so that patterns can be established and follow-up can be timely.

**General Administration:**

* To participate in relevant training and other learning activities and performance development as required;
* To keep up to date with developments and changes in legislation and guidance and communicate appropriate information to colleagues;
* To undertake all reasonable tasks as directed by the Principal;
* To attend and participate in Parents/Carers evenings as required.

**Personal Qualities:**

* Reliable and conscientious with high expectations in line with the school;
* Demonstrate great communication skills with all within the school community;
* Neat appearance in line with the school policy;
* Ability to work as part of a successful team and work effectively under pressure;
* Have the determination and resilience to ensure that all pupils are challenged in all aspects of school life.

**Think Green:**

* Support the school in demonstrating good environmental practices (such as energy efficiency, use of sustainable materials, recycling and waste reduction) wherever possible in day-to-day work.

**Safeguarding and Child Protection:**

* To reinforce and enforce the school's commitment to safeguarding and promoting the welfare of children and young people;
* Uphold the duty of care to ensure that if there are any concerns relating to the welfare or safety of a child they are immediately relayed to the Designated Person(s) with responsibility for safeguarding children.

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| **Essential** | **Desirable** |
| Significant attendance experience and impact of improved attendance data within schools | Knowledge of local content and local authority systems to support young people |
| Experience working in a school | Working knowledge of relevant policies/codes of practice and awareness of relevant legislation |
| Good standard of education. GCSE or equivalent | Ability to relate well to children and adults |
| Effective use of ICT and other specialist equipment/resources | Ability to work independently and constructively as part of a team, understanding school roles and responsibilities and your own position within these |
| Excellent and professional oral and written communication skills | Ability to self-evaluate learning needs and actively seek learning opportunities |
| Accuracy and demonstrable attention to detail | Experience of working with SIMS and ClassCharts |
| Experience of development, management and operation of administrative systems | Experience of data collection and presentation |
| An understanding of the necessity to maintain confidentiality  |  |
| Enthusiastic and self-motivated |  |

We want all at SHS to believe in and maintain the values of our school:



Signature: …………………………………………………………………… Date: ……………………………………………………………………..