



Attendance Assistant

Salary / grade range	SCP 7 - 11 £20,805 - £22,248 (actual salary) – term-time only plus 5 days (40 weeks)
Location	Co-op Academy Leeds
Reports to	Assistant Principal

Purpose of role:

You will support our Attendance Improvement Team to promote excellent levels of attendance across the Academy by developing and maintaining effective monitoring systems to identify trends and highlight concerns.

You will also support our Attendance Improvement Officers with the implementation of initiatives to improve attendance and engage with students and their families.

Key accountabilities (and specific duties / responsibilities):

- To be responsible for maintaining all student attendance records and ensuring that student information is accurate and up to date.
- Under the direction of Attendance Improvement Officers, to collect information and produce reports for key colleagues and the progression of cases to court proceedings
- To monitor and follow-up missing registers from lessons and discrepancies with registers submitted.
- To support Attendance Improvement Officers with the development and delivery of attendance initiatives.
- To coordinate home visits and other attendance related meetings in School.
- To log behaviour concerns, such as truancy onto the Arbor system.
- Managing the attendance of students attending other schools, alternative provisions and other settings.
- To liaise with the Academy's Exam's Officer to ensure that exam registers are produced and completed.
- To complete stage one daily absence communications with parents and carers.

General

- To contribute to the smooth operation of the School through the duty system.
- To comply with all school policies and procedures, including the Safeguarding and Child Protection policy and Prevent Duty.
- Comply with all legislative and regulatory requirements.



Health and Safety

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Cooperate with the Academy on all issues to do with health, safety and welfare

Continuing Professional Development

- Undertake any necessary professional development as identified in the Academy Development Plan, taking full advantage of any relevant training and development available
- Undergo appropriate training in order to develop skills for the post.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of the Headteacher.

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none"> • GCSE or equivalent in Maths and English at Grade 4 or equivalent 		A
Experience <ul style="list-style-type: none"> • Record keeping with information management systems • Experience of working in a fast-paced professional environment. • Experience of working with school information management systems (SIMs) system • Working in a school or other education environment • Working with young people and families 	Desirable Desirable Desirable	A/I
Skills, Ability, Knowledge		A/I



<ul style="list-style-type: none">• Excellent organisation and administration skills• Excellent verbal and written communication skills• Accuracy and attention to detail• Ability to prioritise own workload		
<p>Personal Qualities</p> <ul style="list-style-type: none">• Flexible and adaptable• Able to use initiative• Good team member and excellent role model• Willingness to participate in the wider life of the school• A commitment to personal, professional development		A/I

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.