

JOB DESCRIPTION AND PERSON SPECIFICATION

<u>Job Title:</u> Attendance Co-ordinator	<u>Grade:</u> E (points 9 – 13)
<u>Job Family:</u> Organisational Support	
<u>Overall Purpose of Job:</u> As an Attendance Co-ordinator, you will secure the beneficial and regular attendance of all students of the Academy by supporting students and families, liaising and working closely with other agencies. Where necessary carrying out the statutory duty of legal action, when parents do not deliver their commitments under the academy home school agreement and when all efforts to help improve school attendance have failed to secure the child's regular attendance. You will provide guidance and support for students at risk of exclusion and monitor progress against targets agreed with the DCSF and Local Authority.	
<u>Main Responsibilities:</u> 1. You will undertake daily home visits and ensure meticulous records of actions and outcomes are kept 2. You will meet with AP Deep Support and Learning Managers on a regular basis to review individual students' attendance and progress towards whole school and year group targets 3. You will support the Pastoral team, instigating and delivering strategies to target improvements in attendance for students recognised as being at particular risk of poor attendance and exclusion 4. You will work with the appropriate agencies to carry out the statutory duty of legal action when all attempts to improve school attendance have failed 5. You will administer and monitor initiatives to improve attendance as required. For example, parenting contracts, parenting orders, penalty notices etc. 6. You will keep accurate up to date records of all casework 7. You will participate in staff meetings and agreed relevant working parties 8. You will provide information and advice to Pastoral colleagues on individual casework 9. You will develop and support resources as identified in line with policy requirements 10. You will work in partnership with the police to undertake truancy sweeps 11. You will attend and send reports to Initial Child Protection conferences, reviews and core group meetings for children 12. You will ensure the Children Missing Education procedure is followed by the academy 13. You will aid the smooth integration of in year student transfers under the academy admissions policy 14. You will contribute towards developing whole school strategies to improve attendance at the academy 15. You will uphold the professional standards expected of every member of academy staff in all dealings with colleagues, students, parents/carers and the wider community 16. To assist families in ensuring that their children can access the appropriate educational opportunities available to them through the provision of a variety of casework techniques including: • Common Assessment Framework • Solution focussed casework • Group work • Individual and family support work • Parenting skills development • Sign-posting to other Services / agencies • Mediation to remove barriers to learning • Counselling skills	

17. You will advise and formulate access for families to other support services
18. You will develop and organise attendance incentive schemes, which promote and celebrate achievements for individual children and young people
19. You will take responsibility for managing personal caseloads, and cases in relation to attendance
20. Demonstrating an active commitment to their own professional development

General

21. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay.
22. You will participate in training and other learning activities and performance development as required.
23. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
24. You will ensure strict confidentiality in all areas of work.
25. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
26. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
27. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
28. You will always comply with the Trust's policies and procedures.
29. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- A recognised and relevant vocational qualification (NVQ level 3) and/or equivalent practical work experience (C)
- Grade C or above in both English and Maths, or equivalent (C)
- Willingness to undertake relevant training focused on the Children's Service's needs (A)
- Working with children and adults (A/R)
- Working in multi-cultural contexts (A/R)
- Working with challenging people (A/R)
- Good interpersonal skills (A/I/R)
- Ability to work as a team (A/I/R)
- Good time management skills (A/I/R)
- Excellent communication skills (A/I/R)
- Good ICT skills (A/I/R)
- Commitment to self and team development (A/I)
- Have a good sense of humour (A/I)
- Able to maintain a safe, calm and happy ethos (A/I)
- A commitment to abide by and promote the academy's Equal Opportunities, Health and Safety and Child Protection Policies (A/I)
- A professional responsibility to promote and safeguard the welfare of children and young people (A/I)

Desirable

- Working with multi-agencies (A/R)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

BEHAVIOURS

- Proactive
- Organised
- Team Player
- Flexible
- Clear communicator
- Reliable
- Trustworthy

CONTACTS AND RELATIONSHIPS:

Managers - in daily contact with senior leaders/Principal within the academy.

Support Staff – in daily contact with support staff who are involved in pastoral support and health and safety.

Trust Staff – in occasional contact with Trust staff within facilities and human resources.

External – in occasional contact with AAB members, parents/carers, suppliers, contractors, external agency professionals, other government and local authority staff and other staff from academies and schools, as required.

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.