

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title</b>	Attendance Improvement Officer	<b>Location</b>	The Hart School, Rugeley, Staffordshire
<b>Salary</b>	Grade 7, SCP 15-22 (£10,468 to £11,749 per annum actual salary)	<b>Hours</b>	Part-time, job share - 2 days per week (15 hours), term-time only
<b>Department</b>	Attendance Team	<b>Reports To</b>	Attendance Improvement Manager

## JOB PURPOSE:

To be responsible for supporting the Attendance Improvement Manager and wider school staff to increase levels of pupil attendance and develop a positive culture of attendance at the academy.

## KEY RESPONSIBILITIES AND DUTIES:

### Key Responsibilities

- Support to drive the whole school attendance strategy and culture of attendance through effective and timely administration.
- Ensure attendance concerns at all levels are addressed in a supportive and timely manner.
- Support the roles and responsibilities of the Attendance Improvement Manager and direct the Attendance Improvement Coordinator.
- Support with developing the 'Vulnerable Learner' register of at-risk students.
- Ensure that families are contacted on the first day of a pupil's absence in accordance with the school's Attendance Policy, using an SMS text messaging system and telephone calls.
- To ensure all registers are completed and no missing marks or unexplained absences remain.
- To ensure all unexplained absences are accounted for or send letter requesting an explanation
- To carry out phone calls to parents to discuss the attendance concerns and to establish a plan of action to improve their child's attendance
- Respond swiftly and decisively to attendance information provided.
- Work with the Attendance Improvement Manager in developing and implementing the school's Attendance Interventions and ensuring that accurate tracking of interventions occurs.
- Ensure unauthorised absence letters and concern letters are sent in a timely manner.
- Support with the preparation and advertisement of Attendance Rewards and initiatives to praise students for good attendance and to encourage others to attend.
- Represent the Academy as required during any external reviews.
- Carry out regular home visits as part of the attendance improvement strategy.
- Ensure all attendance processes are robust, clear and effective and are applied consistently.
- To provide training to colleagues where appropriate.
- Ensure the correct completion of attendance registers and accurate recording of all attendance codes.
- Communicate procedures to be used by parents and carers when notifying the school of sickness including requests for holidays in term-time.
- Generate weekly attendance reports for heads of year and form tutors.

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- To interpret information relating to attendance patterns and identify key areas of concern
- Manage a caseload of pupils who have embedded absence issues
- Contribute to social care and other external agency referrals
- Conduct parent meetings and implement appropriate action

## Rewards

- Support the development of a system of rewards for good attendance.
- Incorporate rewards for attendance into awards ceremonies or celebration evenings.
- Support with developing reward presentations for assemblies.
- Support with the publication of attendance information in newsletters and/or the academy's website.
- Analyse the way in which staff use the rewards system.

## Monitoring

- Monitor attendance patterns for all pupils, pupils at risk, including PA, Disadvantaged and SEND.
- Support with developing effective interventions to drive improvements in attendance patterns where required.
- Support with weekly data updates to SLT and the Trust's Academy Improvement Board.

## Punctuality

- Promote the importance of punctuality.
- Monitor lateness for early intervention where there are concerns with individual pupils.
- Support with monitoring intervention programmes to reduce lateness to school.

## Parents

- Support parents and carers by providing advice, engaging other agencies, engaging parents and carers in their child's learning and using parenting contracts positively.
- Contribute to attendance panels and initiate strategies with other stakeholders to support individual students and families.
- Challenge parents and carers through the use of legal instruments such as school attendance orders, education supervision orders, parenting orders and prosecution.

## Support for the School

- Attend Parents Evenings and other meetings, as required.
- Play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Actively promote the academy's policies.
- Be aware of and support diversity and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Participate in training and other learning activities and professional development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Principal.

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JOB REQUIREMENTS:		
	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths. Grade C or above (or equivalent)</li> <li>Driving Licence and access to a vehicle</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of working in attendance.</li> <li>Experience of using and maintaining a database such as Arbor.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within statutory/voluntary agencies dealing with children and families.</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>Clear understanding of legislation relating to school attendance</li> <li>Awareness of relevant legislation relating to child protection</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the education system</li> </ul>
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>Excellent oral and written communication skills to communicate effectively with colleagues, parents/carers, students and other professionals.</li> <li>Good standard of numeracy and literacy.</li> <li>Ability to prepare and write reports and produce factual and statistical information as required.</li> <li>String IT skills.</li> <li>Ability to form good relationships with students, parents/carers, colleagues and external agencies including social workers and the police.</li> <li>Ability to work constructively as part of a team, understanding school roles and responsibilities including own.</li> <li>Ability to maintain confidentiality</li> <li>Ability to act on own initiative and to prioritise own workload</li> <li>Flexible and adaptable</li> <li>Good organisational skills and ability to produce work accurately others</li> </ul>	
<b>CREATIVE EDUCATION TRUST VALUES</b>	<p>All colleagues are expected to demonstrate the Creative Education Trust values in their work by:</p> <ul style="list-style-type: none"> <li><b>Empowering Ambition:</b> Supporting personal growth, innovation and high performance.</li> <li><b>Championing Equity:</b> Promoting fairness, inclusion and high expectations for every student.</li> <li><b>Unlocking Opportunity:</b> Helping create access to knowledge, experiences and networks that broaden horizons.</li> </ul> <p>These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.</p>	
<b>EQUAL OPPORTUNITIES</b>	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
<b>SAFEGUARDING</b>	A thorough understanding of up-to-date safeguarding requirements and best practice	

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<b>OTHER REQUIREMENTS</b>	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.
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**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**

