



<b>POST TITLE:</b> Attendance Improvement Officer	<b>GRADE</b> 7 SCP 26
<b>RESPONSIBLE TO:</b> Assistant Principal (Student Support)	
<b>DATE:</b> July 2021	

**Responsible for** Ensuring attendance targets are met by the school

**Key liaisons** Assistant Principal, Student Support  
 Multi Academy Trust School staff and leadership teams  
 Heads of House  
 Learning Mentors  
 Form Tutors  
 Subject Teacher  
 External Agencies  
 Parents and students

**Hours of Work** Full Time (37 hours) Term Time only plus 2 additional INSET days.

#### **Purpose of role.**

- Improve school attendance and ensure that all attendance targets are met by the school.
- Advise the Principal and staff in school on all legal issues related to attendance.
- Lead and be responsible for developing strategies which raise levels of attendance throughout school.
- Develop and sustain relationships with our families so that issues affecting attendance are dealt within the most effective way possible.
- Forge early links with staff and families within the school so that issues affecting attendance can be tackled early.
- Undertake EWO intervention work for school as required.

#### **Duties**

- Work on ensuring excellent attendance and punctuality within Wellsway School.
- Ensure school attendance systems are accurate, up to date and students are safeguarded through the monitoring of the absence line, student signing in / out registers and class registers. Where appropriate absence texts and phone calls will need to be made to parents when a student does not arrive in school.
- Keep up-to-date with relevant legislation, including legislation on child employment, providing advice to the Principal and staff and parents within school.
- Analyse attendance (including punctuality) data to identify emerging issues and respond pro-actively where there are emerging issues with individuals, families or groups of students.

- Provide accurate data for the Principal, senior staff, Heads of House and other staff so that effective management decisions can be made, challenging targets set and Governors are kept up-to-date on emerging issues and trends.
- Lead intervention for those students whose attendance falls below 97% including early parental involvement and the creation and implementation of action plans (with clear improvement targets) for each student.
- Be creative in targeting resources effectively and in developing a range of strategies to re-engage those students with low attendance and to remove barriers to future good attendance.
- Work effectively with outside agencies and early help support such as Children Missing In Education Services and Hospital Rehabilitation Services to re-engage students with low attendance and support students with long term illness.
- Contribute to effective primary/secondary transition by working with appropriate primary school staff to identify potential students who may have attendance issues when they enter Year 7 and intervene pro-actively with the families to avoid any future attendance issues.
- Build good relationships with students and their families through regular contact and through the provision of effective advice and support, providing a mediation service between home and school where this is deemed to be appropriate.
- Lead strategies for the effective reintegration of students following absence and exclusion.
- Be pro-active in developing strategies to improve home school links and to encourage parents to take a full part in their children's education.
- Make home visits as appropriate and under the direction of the Assistant Principal and relevant staff.
- Create and maintain appropriate working notes about home visits and other contacts with students/families. Create and maintain records as a basis for written reports about actions taken to investigate and resolve a student's pattern of absence.
- Assist in the preparation of Pastoral Support Programmes in the event of a student being identified as being at risk of exclusion and lead on Attendance Improvement Programmes with selected students as appropriate.
- Monitor leave of absence requests submitted by parents, liaising with Heads of House and other appropriate staff to provide a recommendation to the Principal.
- Prepare cases for prosecution, including preparation of relevant documentation, provision of evidence and attendance at court where necessary.

#### **Data Protection and Safeguarding**

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm

#### **General**

- 1.1 The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.

- 1.2 The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- 1.3 The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- 1.4 An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Wellsway Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. For this post prior to appointment, Wellsway Multi Academy Trust will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

<b>Person Specification - Attendance Improvement Officer</b>	<b>Essential (E) or Desirable (D)</b>
<b>Education</b>	
Good standard of education (3 x GCSEs – English C equivalent or above)	<b>E</b>
Education to A-Level standard	<b>D</b>
<b>Experience</b>	
Working as an attendance improvement within a school environment	<b>D</b>
Working in a busy office environment	<b>D</b>
Working with young people in a learning environment	<b>E</b>
Working in a Front of House position	<b>D</b>
Working collaboratively as part of a team	<b>E</b>
Providing administrative support to senior management	<b>D</b>
Working in a business services support team	<b>D</b>
<b>Behaviours</b>	
Natural communicator	<b>E</b>
Professional and approachable	<b>E</b>
Confident at problem-solving	<b>E</b>
Confident at following through on tasks and resolving enquiries	<b>E</b>
Pro-active and innovative	<b>E</b>
Positive attitude to change	<b>E</b>
<b>Skills</b>	
Excellent verbal communication skills	<b>E</b>
Excellent written communication skills	<b>E</b>
Excellent planning and organisation skills	<b>E</b>
Ability to prioritise and multi task	<b>E</b>
Good level of IT skills including Outlook and MS Office	<b>E</b>
Experience of using school IT systems	<b>E</b>
<b>Attributes</b>	
Committed to the Wellsway Multi-Academy Trust aims	<b>E</b>
Committed to Equality and Diversity	<b>E</b>
Committed to own continuing professional development	<b>E</b>
<b>Other</b>	
Occasional work outside normal working hours - prior notice given	<b>E</b>
Willingness to obtain First Aid qualification	<b>E</b>