

JOB DESCRIPTION

JOB TITLE: Attendance & Inclusion Officer

RESPONSIBLE TO: Line Manager

LOCATION: Meopham Community Academy

PURPOSE OF THE POST:

To engage with parents / carers and families to provide early intervention. support and guidance to increase engagement with the school and improve learning outcomes for pupils.

MAIN ROLES AND RESPONSIBILITIES

Key duties and responsibilities

- Build and maintain relationships with parents/carers, promoting effective home-school communication and encouraging parental involvement in school activities.
- Provide guidance and support to parents/carers on childcare, parenting skills, children's emotional needs, consistent discipline, and reinforcing self-esteem.
- Monitor and support pupil attendance, identifying barriers, implementing strategies, and embedding high expectations for attendance in line with school policies and strategies.
- Work with families and staff to address barriers to learning, including developing action plans, undertaking individual case work, and liaising with teachers and the Headteacher/Senior PSA.
- Coordinate with external agencies and signpost families to appropriate sources of advice, guidance, and support.
- Maintain accurate records for parents, pupils, and staff, including SEND and safeguarding documentation, ensuring compliance with statutory requirements, confidentiality, and data protection.

	• Support the SENCo by providing administrative assistance, managing SEND records, tracking interventions, coordinating meetings, and preparing reports for inspections, reviews, and funding applications. • Support safeguarding procedures, liaising with the DSL and Deputy DSLs, managing concerns and referrals, maintaining secure records, and ensuring staff compliance with policies and training. • Promote inclusive practice in the school, ensuring timely circulation of pupil information, resources, and guidance to teaching staff. • Comply with school policies and statutory requirements, including child protection, health and safety, confidentiality, data protection, and safer recruitment.
Attendance	• Monitor, analyse, and report on attendance data to identify patterns, trends, and pupils at risk, maintaining accurate records in line with statutory requirements. • Work with the Senior Leadership Team, teachers, SENCo, and pastoral staff to set targets, implement the Attendance Policy, and develop individual attendance improvement plans, prioritising pupils with SEND and disadvantaged backgrounds. • Build positive relationships with families to promote good attendance, resolve concerns early, and liaise with the Local Authority and external agencies for appropriate interventions. • Support whole-school attendance initiatives, provide regular reports to leadership and governors, and contribute to continuous improvement through evaluation, best practice, and staff awareness.
Responsibilities for Data Protection	• Maintain the security and confidentiality of student, staff, and school data by adhering to the school's data protection policies. • Process, store, and share data in accordance with the UK GDPR and Data Protection Act 2018.

	• Support the DPO in maintaining data protection compliance by reporting any breaches, potential breaches, or subject access requests (SARs). • Support the processing of subject access requests (SARs). • Attend data protection training as required.
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive, nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Postholder's signature:

Postholder's name:

Date:

PERSON SPECIFICATION

CRITERIA	QUALITIES
Qualifications and training	Knowledge and skills equivalent to national qualifications level 3
Experience	- Previous experience of working with children and families - in the public, private or voluntary sector - Experience of facilitating groups - Experience of operating or managing school data services for example: Arbor, CPOMS, Staff Safe.
Skills and Abilities	- Excellent communication, listening and observation skills - Ability to deal with difficult/sensitive situations - Ability to manage confidential information - Organisational abilities and accurate record keeping skills. - Ability to facilitate parenting skills. - Good inter-personal skills
Knowledge	- Sound knowledge and understanding of child growth and development - Knowledge of the parenting needs of children - Knowledge of barriers to learning - Demonstrate an understanding of confidentiality and safeguarding / child protection issues in a school setting

Postholder's signature:_____

Postholder's name: _____

Date:_____