

Job Description

KEY INFORMATION	
Post title:	Attendance Officer
Grade:	
Responsible to:	Assigned member of SLT
Responsible for:	Attendance support staff

OVERALL PURPOSE OF JOB
To work alongside key staff to reduce levels of unauthorised absence, promote whole school attendance strategies and to work with students and families to improve levels of attendance. Develop systems that will enable students to improve attendance and reduce absence, achieving school targets.

MAIN DUTIES AND RESPONSIBILITIES	
1	Identify and intervene with individual and groups of students whose attendance is a concern
2	Work closely with parents/carers and students to improve levels of attendance and remove barriers to learning
3	Ensure that any unexpected absence is picked up early
4	Collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform school, the Pastoral Team, SLT and parents/carers
5	Coordinate attendance panels and monitor outcomes
6	Maintain and interpret attendance data and patterns to identify students who need support with their attendance
7	Interpret information relating to attendance patterns and identify key areas of concern for Pastoral Leaders and the SLT
8	Work with parents/carers in improving their child's attendance record and coordinate parental support and training where appropriate
9	Undertake home visits as where appropriate to collect students from their home if they

	are struggling to attend
10	Keep accurate records using the school's recording systems
11	Follow the Fast Track procedure in relevant cases and prepare accurate information and documentation for the court process
12	Follow the School's Policy of First Day Contact, and also make contact by telephone/text or conduct home visits for the most vulnerable
13	Contribute to the completion of relevant external documentation, e.g. FEHAs, My Support Plans, etc.
14	Monitor the attendance of vulnerable groups of students and liaise with the Inclusion /SEND department
15	Maintain a working knowledge of the legalities of school attendance, safeguarding and social services provision and services within the Local Authority
16	Not only identify absence concerns but also congratulate those students with improved attendance, working with the Pastoral Team and SLT to develop rewards and incentivise attendance
17	<p>Complete all administration regarding attendance including:</p> <ul style="list-style-type: none"> • The accurate completion of all registers, ensuring no missing marks or unexplained absences. • Check and remind staff to complete registers where necessary • Input trips/exams etc. • Record all absences on the school's database • Ensure all unexplained absences are accounted for, and that letters of explanation or other evidence is provided where required
18	To assist and check records prior to the School Census to ensure school attendance is accurate and up to date
19	Provide advisory support and contribute to the professional development of other colleagues in relation to their specialist area of expertise in attendance management
20	Line manage attendance support staff



GENERAL RESPONSIBILITIES	
1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

Person Specification

All points are essential unless otherwise specified

Qualifications	
1	GCSE maths and English at grade C/4 or above, or equivalent qualifications
2	<i>Qualifications above GCSE level, e.g. A levels, a degree or other further qualification (desirable)</i>
3	<i>Further qualifications relevant to the role, e.g. qualification in education or pastoral care (desirable)</i>
Experience	
1	Experience of working in an administrative role
2	Experience of liaising effectively with a range of stakeholders
3	Experience of managing and maintaining accurate records including effective data recording
4	<i>Experience of working in a school environment (desirable)</i>
5	<i>Experience of working in an attendance role, with children and/or young people (desirable)</i>
6	<i>Line management experience (desirable)</i>
Skills/Knowledge/Abilities	
1	Good written and verbal communication skills with the ability to communicate effectively with a range of staff, pupils, parents/carers and other stakeholders
2	Ability to use a range of computer systems and software packages, including standard packages (e.g. Microsoft, Google suite) and school specific packages (e.g. SIMS)
3	Ability to analyse and interpret data
4	Excellent accuracy and attention to detail
5	<i>Knowledge of Safeguarding, Child Protection, and Keeping Children Safe in Education (KCSIE) (desirable)</i>
6	<i>Knowledge of inclusive practice (desirable)</i>
Personal Attributes	
1	Ability to work well under pressure and manage competing deadlines



2	Ability to work successfully alone and as part of a team
3	Awareness of the importance of maintaining confidentiality
4	Flexibility with excellent organisational skills and the ability to adapt to changing circumstances
5	Full driving licence and access to a car with business insurance, with the ability to travel to pupils' homes and other locations as and when required
Safeguarding	
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3	Satisfactory Enhanced DBS check