



JOB DESCRIPTION

JOB TITLE: Attendance Officer

GRADE: Grade 6 SCP 15-18

RESPONSIBLE TO: School Attendance Champion

LIAISON WITH: Teaching staff, associate staff, parents, students, external agencies

1. PURPOSE OF THE JOB

- To contribute to raising achievement by improving Academy attendance
- To provide a specialist service to assist the Academy in meeting their obligations and targets in relation to attendance, especially persistent absence.
- To promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
- To make unsupervised contact with families in their own homes and elsewhere to assess the reasons impacting on the attendance of individual students, facilitating their return or access to regular full time education provision.
- To establish and develop a professional service to support the Academy in raising attendance, investigating persistent absences and improving punctuality.

2. MAIN DUTIES AND RESPONSIBILITIES

- To manage the daily attendance tracking, monitoring and intervention cycle.
- To advise the Academy on strategies to promote the regular and punctual attendance of all students and assist with the implementation of the strategies.
- Meet with staff, students and parents to identify individual problems and possible solutions.
- To make unsupervised contact with families in response to allocated referrals i.e. home visits and /or meetings at the Academy.
- To establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
- To initiate appropriate legal action to ensure the Academy is carrying out its statutory responsibility in respect of students. This will include preparing statements, attending and presenting evidence or request the issuing of penalty notice fines or other legal sanctions and completion of notifications to the local authority.
- To be fully aware of and carry out all work in line with Child Protection procedures. This may involve attending case conferences, strategy and planning meetings as well as core groups or other meetings in relation to child protection cases that require input.
- To liaise and work with other members of Early Help as well as other professionals in Police, Social Care, Housing , Health and any other statutory and voluntary organisations.
- To keep clear and concise records of all consultations and to write any other reports i.e. annual action plan and summaries, as required for the Academy.
- To use IT systems to produce reports, often to tight timescales, using word processing and record information including statistical data, providing reports to senior leaders and other professionals.
- To manage and prioritise your own workload in line with service requirements.
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, staff, trustees and others.



- To support the pastoral team and Senior Leaders in advising the Academy on all matters relating to attendance and where necessary take the lead role in developing work processes to improve school attendance.
- To work on initiatives which raise the awareness of staff, parents and the community on the importance of school attendance.
- To manage the weekly attendance reporting process.

3. GENERAL REQUIREMENTS

- Adaptable, imaginative, creative and flexible in approach to the work
- Self motivating and the ability to identify your own training needs and a willingness to attend relevant training courses or other training
- Prepared to attend meetings outside of office hours if required for child protection
- Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy.
- The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- To ensure compliance of GDPR at all times.
- 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.

4. Supervision/Management of People

No supervision

5. Creativity and Innovation

Creativity innovation and autonomy are essential to the post in order to promote regular punctual attendance. The post holder will have some autonomy to assess, plan and facilitate attendance without always referring to more senior staff.

6. Contacts and Relationships

Daily contact with House Team, parents, students, SLT, SLC and employees of the Academy. Regular contact with outside agencies and stakeholders appropriate to the role. The post holder will use authority for detailed planning, evaluation, care and assistance to establish satisfactory outcomes.

7. Decisions

Discretion

Academy policies, procedures and relevant legislation, particularly in relation to child protection will be used as general guidelines in deciding action to be taken.

Consequences

Decisions and actions taken could have significant impact on students and families and quality of service provided.



8. Resources

Little or no responsibility for resources other than general office equipment.

9. Work Environment

Work Demands

Subject to deadlines involving changing circumstances. There may be a need for emergency interventions causing significant changes to the work programme.

Physical Demands

Normal physical effect relating to office working.

Working Conditions

Work normally performed in a heated, lit and ventilated environment.

Work Context

Work may involve solo working going into homes to visit students/parents/carers. The post may carry substantial risk from contentious and difficult situations.

10. Knowledge and Skills

Detail level of knowledge, skills and experience required, particularly in the area of child protection procedures, child employment and special needs. A good working knowledge of the statutory framework for school attendance is essential.



Person Specification

	Qualifications	Essential	Desirable
1.	Educated to NVQ level 3 / 4 or equivalent.	✓	
2.	The ability to write to a good standard of literacy to include excellent report writing skills.	✓	
3.	Driver's Licence and access to a vehicle.	✓	
	Experience		
4.	At least one year's related experience of work within a school attendance related service.		✓
5.	Working with children, young people, parents and families preferably within an educational context.	✓	
6.	As a part of a team, as well as on your own initiative.	✓	
7.	Working with professionals from other agencies and in multi-agency context.	✓	
8.	Using IT systems to compile reports as well as analysing statistical data for monitoring purposes.	✓	
	Knowledge		
9.	Academy systems and an understanding of the issues affecting truancy and non-school attendance.	✓	
10.	Demonstrate an understanding of issues linked to confidentiality.	✓	
11.	Demonstrate knowledge of attendance regulations.		✓
12.	Demonstrate an understanding of issues that may affect a student's ability to attend school.	✓	
	Skills		
13.	Ability to communicate effectively both orally and in writing especially with student's, parents, Academy staff, EWS, social workers and other professionals.	✓	
14.	Ability to use IT systems effectively to produce reports, record information and monitor outcomes for individuals and groups.	✓	
15.	Ability to persuade and negotiate as well as good interpersonal / communication skills.	✓	
16.	Able to use own initiative and work alone when necessary.	✓	
17.	Ability to overcome communication barriers with children and students.	✓	
18.	Ability to listen effectively.	✓	
19.	Ability to maintain accurate and up to date records.	✓	
20.	Ability to meet tight deadlines and plan and manage own time effectively.	✓	
21.	Demonstrate an ability to cope with stressful / conflict situations.	✓	