

*United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

## **Job Description for School Attendance Officer**

<b>Hours of work:</b>	37.5 per week, Mon to Fri, 8.00am – 4.00pm	<b>Contracted weeks:</b>	Term time only- 39 weeks
<b>Supporting work/life balance:</b>	8 INSET days per year / term time only /26 days annual leave / excellent family friendly policies / use of onsite gym and pool /		
<b>Reporting to:</b>	Principal	<b>Direct reports:</b>	No management of staff
<b>Remuneration Package: Job Family: Pastoral and Student Welfare &amp; Pay Band: Vocational, 2.</b>			
<b>Salary:</b>	Actual £21,865.00 (FTE £25,340.00 [Subject to pay uplift])	<b>Employer pension contribution:</b>	LGPS 15.10% employer contribution

### **Role Purpose:**

The Attendance Officer will be responsible for improving attendance and addressing any issues that may affect pupils' engagement and achievement. You will engage with parents/carers and families to provide early intervention, support, and guidance to improve attendance and learning outcomes for pupils, under the guidance of senior staff. The post holder will work closely with teaching staff to overcome barriers to pupils' attendance, and to maximise their participation in learning and active engagement in school life.

### **Main Duties and Responsibilities:**

#### **Support our Pupils**

- Engage with colleagues to plan effective strategies and interventions to address issues where attendance is failing.
- Continuously monitor attendance information and data to identify and work with pupils who have poor attendance or are at risk of developing poor attendance and inform parents of absence in line with the school Attendance Policy.
- Meet the pupils' welfare needs so that they feel safe and secure both within the school and at home, seeking guidance from colleagues as appropriate.
- Promote a positive culture of attendance and celebrate achievements and improvements.
- Refer pupils to the appropriate colleagues for specialist support.

#### **Support the Teacher**

- Act as the first point of contact for all attendance queries from teaching staff, remaining highly visible and contactable and signpost teachers to effective school strategies to improve behaviour and attendance.
- Prepare and present information and recommendations for pupils' educational and pastoral needs to teaching staff (including Senior Leadership Teams).
- Liaise closely with a range of school staff including pastoral leaders and tutors and other colleagues, including SENDCO and alternative provision, to raise pupils' attendance. This includes liaising with other staff regarding persistent absentees.
- Partner with appropriate colleagues to conduct referrals to external agencies and services, such as the local authority, social care, health, or education welfare, as appropriate.
- Perform any other duties that the Principal or Vice Principal may require.

#### **Support the School and Community**

- Develop and maintain effective contact and communications with parents/carers and families including conducting home visits.
- Liaise with parents and alternative educational provision services to meet the educational and pastoral needs of pupils with specific needs under guided supervision.
- Liaise with designated safeguarding leads (DSL, DDSL) to support pupils with safeguarding concerns.
- Provide advice and guidance to families to reinforce their self-esteem and to improve pupil achievement, attendance and behaviour.
- Work with colleagues to implement action plans with parents/carers and monitor and report on progress and achievements.
- Demonstrate the importance of inclusion, equality and diversity when working with pupils and colleagues and when representing the school at all times.
- Maintain knowledge of current laws, policies, and standards regarding attendance and safeguarding.
- Handle and store all personal data confidentially in line with current GDPR regulations and maintain pupils' records and case files.

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## **Person Specification for Attendance Officer**

<b>Qualifications</b>		
GCSE English and Maths (grade C/4 or higher)	Essential	Application
Willingness to participate in training, particularly First Aid and Team-Teach	Essential	Application/Interview
<b>Skills and Knowledge</b>		
Understanding and enthusiasm for inclusion and the capacity to engage pupils in learning	Essential	Application/interview
A commitment to own continuous professional development and learning	Essential	Application/interview
The ability to use ICT effectively to support tasks and activities	Essential	Application/interview
Working knowledge of strategies available to support children with additional needs	Desirable	Application/interview
Knowledge of the role of external agencies and the role that they can play to provide support for pupils	Desirable	Application/Interview
Knowledge and understanding of GDPR	Desirable	Application/Interview
<b>Experience</b>		
Working with children across the age and ability range appropriate to the role	Essential/Desirable	Application/interview
Ability to recognise potential barriers to learning and an ability to develop strategies to overcome these and able to ask for support as needed.	Essential	Interview
Able to act independently at times with skill and confidence	Essential	Interview
Working with children with additional needs	Desirable	Application/Interview
Working as an attendance office or in a similar role	Desirable	Application/Interview
Knowledge of the legal framework and guidance on attendance and absence	Essential	Application/Interview
Knowledge of the local and national context and issues affecting attendance and attainment	Desirable	Application/Interview
Implementing individual support programmes	Desirable	Application/Interview
<b>Personal Characteristics</b>		
Approachable and patient	Essential	Interview
Good written and verbal communication skills	Essential	Application/interview
Passionate about making a difference to young people and our communities	Essential	Application/interview
<b>Other</b>		
Possess knowledge of the range of agencies and services that support children and families	Desirable	Application/Interview
Committed to the safeguarding of young people	Essential	Application/interview
Demonstrates a commitment to treating others fairly, consistently and with respect championing our inclusive culture	Essential	Application/interview

*The information contained above is to help colleagues understand and appreciate the work content of their post and the role they are to play in the organisation. It outlines the main duties and responsibilities of the post, but not every detail. Broad headings imply the inclusion of all the usual associated duties. This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Post holder): \_\_\_\_\_