

GLF Schools Job Description

Job Title	Attendance Officer	Job Reference	AURAO23
Salary	Specialist	Date Posted	July 2023
Responsible to	Assistant Headteacher	Responsible for	NA
Location	Aureus School	Travel required	No

Core purpose

To be responsible for the management of attendance procedures throughout the school. Involved in the implementation, monitoring and review of the School Attendance Policy, working alongside the Pastoral Leads and Assistant Headteacher.

Key Accountabilities

- To be responsible for the management of attendance procedures throughout the school.
- To be responsible for the implementation, monitoring and review of the School Attendance Policy.
- To train and supervise members of staff in attendance procedures.
- Collate all attendance data and update registers accordingly – students arriving late/students educated off site/reasons for absence.
- Contact parents daily either by telephone/text of all absent students.
- Monitor student's attendance and liaise with parents when necessary, either by telephone or letter.
- Produce weekly/termly attendance data, distribute to relevant staff, highlighting attendance/punctuality issues.
- Provide information/statistics when required, e.g. turbulence, EAL students etc.
- Monitor Coaches to make sure appropriate action regarding attendance is taken.
- Consider new strategies to improve attendance.
- Attend Inclusion meetings raising concerns when necessary.
- Meet with the Deputy Head Behaviours and Attitudes, agree attendance targets and current year Attendance Plan.
- Arrange regular meetings with Pastoral Leads for each faculty to review caseload.
- Complete referral forms for the OCC South Attendance Team and at times with LCSS for persistent absences
- Organise individual meetings of students with OCC South Attendance Team.
- Liaise regularly with Pastoral Leads on relevant issues.

Personal Development / Continuing Professional Development

- Fully participate in the school's appraisal process
- Taking responsibility for own continued professional development – ensuring at least two PDP / Professional development activities a year.
- Evaluate own performance regularly.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Strengthening community

- Playing a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Support the work of the PSA with school / extra-curricular events

Safeguarding

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.