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|  | Job Description |

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| **Job Information**  *All information to be as shown on organisation chart.* | | | | |
| **Job Title:**  **ATTENDANCE OFFICER**  **Directorate:** | **Post No:**  **Division:** | | **Grade:** HC5 **Section:** | |
| **Responsible to:**  Assistant Headteacher, Headteacher ead  **Responsible for:**  No staff responsibilities  **Functional links:**  All Federation staff. Local authority services and other agencies as needed. | | | | |
| **Main Purpose of Job:**  The Attendance Officer will work alongside key school staff to promote excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance.   * To work flexibly on a daily basis to promote and support high levels of attendance; * To support students in achieving their full academic potential; * To promote a positive attendance and punctuality culture; * To form strong relationships with parents/carers. * To ensure the safety of the students you are working with. | | | | |
| Job Activities:  **Principal Activities:**   * To identify and work with individuals and groups of students, using regular attendance checks; * To work closely with parents/carers and students to improve levels of attendance; * To collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform school, Education Welfare and parents/carers; * To input data from Confidential Forms following student admissions to the school (Year 7 and in-year transfers); * To liaise with parents and / or carers, where directed, as required. * To carry out other duties as directed by the Headteacher or the Senior Leadership Team.   **Main Duties:**  • To work with staff to improve levels of attendance;  • To work with parents/carers and other agencies in improving their child’s attendance record and coordinating parental support and training where appropriate;  • To ensure all registers are completed and no missing marks or unexplained absences remain;  • To assist with the identification of students who will receive support in improving their attendance record;  • To follow School Policy of ‘first day contact’ within the school;  • To check and remind any necessary staff to complete registers;  • To ensure all unexplained absences are accounted for or send letter requesting an explanation;  • To assist and check records prior to the Census to ensure school attendance is accurate and up to date;   * To monitor the attendance of vulnerable groups of students and liaise with staff/SEND department;   • To produce termly reports for Educational Welfare Officer and copy to the relevant Assistant;  **Other responsibilities generic to all posts:**   * Assist with meeting medical, personal, social and behavioural needs. * Support the ethos of the school and follow school routines and procedures. * Be aware of, and maintain, confidential issues as required. * Assist with the movement of students around the building and surrounding areas and with activities away from the classroom within and outside lesson time. * Be aware of and promote student's general welfare and follow the school's health and safety procedures. * Manage students whilst they enter and leave the classroom, in accordance with school policy and practice. * Ensure that you have a good knowledge of the school’s safety policies e.g. what to do in case of a fire etc. * Use initiative, within school guidelines / practice, in dealing with incidents. * Support, as directed, links between home and school. * Liaise, as directed, with other professionals to support student's needs. * Refer to a senior colleague in the event of further guidance being required. * Communicate and work effectively with all staff. * Attend staff meetings, where required. * Raise any concerns at an early stage with the relevant member of staff or Assistant Headteacher. * Sharing good practice with others. * Support the teachers by close liaison on the needs of referred students. * Undertake designated administrative and clerical tasks, in order to support teaching and learning. * Comply with registering procedures and follow the APPL procedure. * Undertake a programme of induction and attend in-service training within and outside school as directed by the Headteacher. * Support student progress by keeping up to date with Continuing Professional Development (CPD). * Carry out other duties as directed by the Headteacher.   This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder. | | | | | |
| **Date Job Description reviewed:** | | November 2021 | |
| Headteacher Name: | | Headteacher Signature:  Date: | |

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|  | PERSON SPECIFICATION |

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| **Job Information:**  *All information to be as shown on organisation chart.* | | | | | |
| **Job Title:**  **ATTENDANCE OFFICER**  **Directorate:** | | **Post No:**  **Division:** | | **Grade:**  HC5  **Section:** | |
|  | **Essential** | | | | **Method of Assessment\*** |
| **Experience** | Experience of working with children of a relevant age in a learning environment  Experience of managing behaviour | | | | Application Form, Interview |
| **Skills and Abilities** | A confident and effective communicator  The ability to work methodically  The ability to use own initiative  Confidence and competence in managing the learning and behaviour of a whole class  The ability to relate well to students and staff  A calm but authoritative manner with students  The ability to follow and apply the teacher’s instructions and clearly explain these to students  Behaviour management skills.  Good team worker.  The ability and willingness to work flexibly within the school.  Ability to adapt and be directed to the emerging needs of students on a daily basis.  The ability to develop high quality learning resources without substantial direction from the teacher.  The ability to accurately record and report on students’ progress.  The ability to work as part of a team in supporting students’ academic progress. | | | | Application Form, Interview |
| **Qualifications and Training** | Certificate in Learning Support (or an equivalent qualification).  GCSE English and Maths (or an equivalent)  Evidence of relevant CPD.  Willingness to undertake further training, as appropriate. | | | | Application Form, Interview |
| **Other Factors** | Commitment to working with young people.  Willingness to work in support of the inclusive ethos of the school.  Willingness and ability to attend Education Days (as appropriate) for which you will receive pay.  Willingness to learn and work in support of the school’s guidelines, policies (e.g. safety policy) and the inclusive ethos of the school.  Have a commitment to ongoing personal and professional development by having a willingness and ability to attend relevant courses and share good practice with others.  Candidates will be required to cover the full remit of the job description, as and when directed.  Enhanced DBS | | | | Interview  DBS Police Check |
| **Date Person Specification reviewed:** | | | November 2021 | | |
| Headteacher Name: | | | Headteacher Signature:  Date: | | |