

Job Description

Teachers and Support Staff

Role:	Attendance Officer
School:	Beckfoot Allerton
Salary/Grade:	Band 7, SCP 11-17
Reporting to:	SLT

Core Purpose of the Post:

Under the leadership of the Senior Leadership link, to contribute to improvements in attendance in school, across all groups of learners. To produce analytical data, trends and compile reports, and work collaboratively with colleagues, pupils, their parents/carers, and internal stakeholders including colleagues within the Trust.

You may from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

- Will contribute to the overall ethos/work/aims of the Trust.
- Will appreciate and support the role of other professionals.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.
- Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.

Main Duties and responsibilities:

To promote the School's policies on attendance and learning

- Challenge pupils' levels of attendance in accordance with the school's policies and work effectively with parents/carers.
- Undertake home visits for targeted pupils on a regular basis.
- To be a high-profile presence/patrol around the school with the purpose of combating lateness and truancy.
- To supply accurate attendance data to the Leadership Team and Support & Challenge Teams.
- To be responsible for monitoring and improving the attendance of the targeted cohort of pupils and reporting key trends and impact to Assistant Headteacher.

To raise participation at all levels and improve participation of specific groups who are at risk of becoming persistent absentees.

- To implement a range of strategies to ensure targeted attendance of all pupils.

To establish an effective, professional, collaborative relationship with pupils, parents and staff to secure the regular attendance of pupils through a broad range of strategies.

- Liaise with the parents/carers regarding unauthorised absence from school and identify factors influencing the absence. Ensure that parents/carers understand the potential consequences for their children and themselves. Where mitigating circumstances are identified, work as a link between the school and parents/carers to resolve any issues.
- To communicate with parents/carers and other agencies as is necessary.

To coordinate and manage systems of tracking, monitoring and analysing attendance data to ensure that good attendances sustained.

- Monitor the operational use of electronic registration by teachers and identify and address any issues to 100% compliance.
- To ensure all student attendance records are up-to-date.
- To ensure all computerised attendance records for all pupils are maintained.
- To supply accurate punctuality data to the Leadership Team, Year Teams and the Trust.
- Monitor and follow-up missing registers/marks.

Additional duties may include being a trained first aider and/or fire marshal.

Supervision and range of decision making:	
<ul style="list-style-type: none"> • Work under the supervision of senior members of staff but be expected to exercise considerable initiative in performing delegated duties; seeking the necessary advice where appropriate. • Decisions not always within established practices and procedures, using some judgement frequently covering new ground. Expected to take initiative in the development of new procedures to meet the changing requirements and improvements in quality. • The postholder will be expected to use good common sense and initiative in all matters relating to: <ul style="list-style-type: none"> ○ The conduct and behaviour of individuals. ○ The safety, mobility (if required) and hygiene and well-being of students. 	
Communications and working with others:	
<ul style="list-style-type: none"> • Communicate with all stakeholders including immediate team, Year Teams, staff, students, parents and carers as well as a range of external agencies. 	
Resources:	
<ul style="list-style-type: none"> • Operate relevant equipment/complex ICT packages • Manage and maintain storage of files, stock and supplies within an agreed budget, cataloguing resources and undertaking audits as required • Provide general advice and guidance to staff, students and others. 	
Professional development:	
<ul style="list-style-type: none"> • To participate in training opportunities and professional development as required. 	
Other Considerations:	
<ul style="list-style-type: none"> • To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher. • To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files. • Accept and commit to the principles underlying the Schools Equal Rights policies and practices. • Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act. • Must be legally entitled to work in the UK. 	
Notes	
<ul style="list-style-type: none"> • Must provide own transport of a good standard with relevant business insurance and clean UK driving license for home visits etc. 	
Safeguarding: No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).	
Advanced Threshold Fluency Duty Required: In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can: <ul style="list-style-type: none"> • Express themselves fluently and spontaneously at length effortlessly. • Explain difficult concepts simply without hindering the natural smooth flow of language. • Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school. 	
Notes: This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade and is not a comprehensive list of all the duties and responsibilities of the post. Successful postholders should not refuse to undertake work, which is not specified on this form and the job description may be amended at any time in consultation with the postholder. Beckfoot Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment. The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition	
Date:	May 2023

Person Specification

Teachers and Support Staff

Role:	Attendance Officer– Primary Band 7	
	Essential Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> GCSE (A-C) English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 4 Min Level 4 (A Level/HND/NVQ4) in relevant discipline or can demonstrate significant work experience in a relevant field (D) 	Application
Experience	<ul style="list-style-type: none"> Significant experience of working with young people and their families High level of competence using the internet, data bases and data analysis. Software Based Systems including SIMs (this may be tested at interview) High level knowledge of Health and Safety Able to demonstrate impact in pupil engagement and increase in attitude to learning Experience of working collaboratively with colleagues and other agencies to support student needs Experience of supporting students who have difficulty accessing learning due to personal, social, emotional needs 	Application References Interview
Training	<ul style="list-style-type: none"> Willingness to participate in development and training opportunities Awareness of Multi Academy Trusts 	Application Interview
Knowledge, Skills and Ability	<ul style="list-style-type: none"> Be up to date with current practice relevant to the role To lead and work constructively as a part of a team To have excellent communication skills Effective ICT skills and software applications within an office environment Full knowledge of relevant policies and guidance and awareness of relevant legislation Ability to interpret information and to devise policy/practices The ability to set priorities to enable work to be done effectively under pressure and to meet deadlines Ability to relate well to children and adults including parents/carers Evidence of continuing and relevant professional development To be responsible for promoting and safeguarding the welfare of children and young people within the school 	Application Interview
Personal Circumstances	<ul style="list-style-type: none"> Must have the ability to be flexible and work to the requirements of a busy school Must be legally entitled to work in the UK 	Application Interview
Disposition and Attitude	<ul style="list-style-type: none"> Be emotionally intelligent: know when to direct, when to challenge and when not to; be able to inspire, present a positive perspective at all times; be able to listen and show awareness of others' sensitivities; to have personal pride and lead by example. Be happy to get your hands dirty. Don't ask people to do things you wouldn't do yourself. To like young people and be liked by them Understand the importance of work/ life balance Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism. 	Application Interview References

	<ul style="list-style-type: none"> • Desire for professional development. 	
Physical	<ul style="list-style-type: none"> • Excellent attendance and punctuality. • Resilient 	References Interview
Equality	A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.	Application Interview