



Job Description

Job Title:		Attendance Officer			
School:		Benfield School			
JE Code:	A4420	Evaluation:	To be confirmed	Grade:	N5 (provisional to be confirmed)
Date:	September 2018		Status:	DRAFT 0.3	
Responsible to:		Assistant Headteacher – Pastoral			
Responsible for:		N/A			
Job Purpose:		To work in and support Benfield school’s attendance team to improve whole school attendance outcomes and reduce persistent absenteeism.			

Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Work in collaboration with senior school leaders and pastoral staff to develop and implement trust/school policies and interventions that promote good attendance and punctuality.
2. Support students and their parents/carers with interventions to improve attendance and punctuality (e.g. establishing routines) and signpost to other services e.g. welfare, external agencies.
3. Deliver mentoring to identified Persistent Absentee and disadvantaged students.
4. Carry out home visits under the direction of appropriate named staff.
5. Provide regular updates for school staff and share information with relevant parties about attendance intervention strategies, targets and outcomes for identified pupils.
6. Explore and implement reintegration strategies under the direction of appropriate named staff.

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7. Maintain records, input attendance data, generate and interpret attendance data reports and monitor attendance patterns of target groups of pupils.
8. Establish contact between NEAT schools and with other schools/external agencies to gather relevant information about the attendance records of new students.
9. Liaise with Benfield School/NEAT welfare staff and other support services to ensure appropriate issues are escalated (e.g. safeguarding concerns) and there is a co-ordinated approach to attendance issues across the trust.
10. Contribute as appropriate to meetings with professionals and external agencies and provide relevant information (e.g. to support early help plans and the team around the family).

Trust responsibilities

1. Work to fulfil the vision and values of the trust.
2. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
3. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
4. Promote and safeguard the welfare of children and young persons s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
5. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
6. Participate in appraisal, training and development and other activities that contribute to performance management.
7. Attend and participate in regular team and 1:1 meetings.

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