

JOB DESCRIPTION

ROLE TITLE	Attendance Officer
CONTRACTED HOURS	35 hours per week/ 38 weeks per year
LOCATION	Castle Manor Academy
GRADE / SCALE POINT – SALARY	Grade 3
REPORTING TO	Attendance Manager

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

To work under the Attendance Manager to carry out and co-ordinate the administration of Attendance to maintain the highest standard of educational achievement possible.

- To contribute to raising achievement by improving School attendance.
- To ensure the upkeep of timely and accurate attendance data.
- To provide a specialist service to assist the School in meeting their obligations and targets in relation to School attendance, especially persistent absence.
- To promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities and the importance of 100% attendance as a key factor in securing academic success.
- To establish and develop a professional service to support the School in raising attendance, investigating persistent absences and improving punctuality.
- To work with the Assistant Headteacher responsible for Attendance and the Attendance manager on strategic, supportive intervention with pupils and families who have emerging attendance issues.
- In cases where there is persistent absence, to engage with parents and ensure that they are fully aware of their statutory responsibilities, providing support for them to ensure their child comes to school.

KEY TASKS & RESPONSIBILITIES

Attendance

1. Ensure all registers for Years 7-11 are completed accurately in terms of coding and on time, sending register notifications to staff; contacting students or parents as necessary in compliance with statutory requirements

2. Work with the Attendance Manager to produce guidance for staff on the completion of registers and coding of absence, raising concerns about attendance and registering with relevant staff
3. At the direction of the Attendance Manager and Assistant Headteacher help to devise and implement strategies to effect improvements in attendance and punctuality, to include: a range of communications and guidance for all parents; letters, Formal/informal meetings and events with individual or groups of parents and students; appropriate and collaborative engagement with Education Welfare Service (EWS) and other external agencies as required
4. Work with the Attendance manager on analysing attendance and punctuality trends and working with Assistant Headteacher on next appropriate steps as set out in the school's attendance policy.
5. At the direction of the Attendance manager, Manage the communication (written or otherwise) with individual parents regarding all aspects of attendance and punctuality, responding to queries and concerns, including via school electronic systems.
6. Work with the Attendance Manager to track attendance and trends, finding solutions and developing short term strategies for improving attendance within these groups
7. At the direction of the Attendance Manager meet with pupils and parents to establish the reasons for non-attendance/poor punctuality and agree a plan with appropriate strategies and timescales to tackle the issues.
8. Establish rapport and build respectful, honest, challenging and supportive relationships with pupils and their families.
9. Provide advice and guidance to parents/carers to reinforce their self-esteem and ability to provide good parenting.
10. Signpost families to sources of advice and guidance within the local community.
11. Undertake where necessary planned home visits for attendance concerns and truancy.
12. Ensure that confidential documentation is appropriately managed and stored
13. Liaise with alternative provision providers to ensure that attendance is logged accurately
14. Ensure that students on part time timetables are accurately monitored and recorded on a daily basis.
15. Manage the administration for exclusions and ensure compliance with administrative requirements necessary for the monitoring and recording of exclusions.
16. The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Castle Manor Academy and Unity Schools Partnership provided that they are consistent with the nature of the post

Communication

1. To manage parent relationships with the school, ensuring that relationships are positive, communications are effective and that parents are well placed to support their children's learning
2. To maintain appropriate records ensuring that confidential documentation is appropriately managed and stored

First Aid

Act as a first aider as part of the first aid team

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE		
Technical or Specialist	<ul style="list-style-type: none"> • Basic understanding of school attendance 	<ul style="list-style-type: none"> • Knowledge of School / Trust Computer systems
Literacy and Numeracy	<ul style="list-style-type: none"> • Secondary education up to GCSE level or equivalent • Ability to set out letters / documents and to use grammar correctly • Able to carry out basic calculations accurately • Computer literate • Able to main routine records 	<ul style="list-style-type: none"> • Competent and confident in use and interpretation of databases and spreadsheets.
Organisational	<ul style="list-style-type: none"> • Well organised and methodical • Excellent accuracy and attention to detail 	
Equipment / Materials	<ul style="list-style-type: none"> • High level, accurate keyboard skills. 	
Research	<ul style="list-style-type: none"> • Able to use the internet effectively for routine research 	
Problem Solving	<ul style="list-style-type: none"> • Ability to check accuracy and completion of registers. • Ability to notice trends and patterns • Ability to resolve a range of day-to-day problems, using own initiative. • Know when it is appropriate to refer upwards 	
Planning	<ul style="list-style-type: none"> • Organised and methodical approach to admin tasks 	
Interpersonal and Communication	<ul style="list-style-type: none"> • Tact and diplomacy second nature • Articulate with a good grasp of the English language • Patience and tolerance when dealing with parents / pupils who may be upset or appear unreasonable • Understanding of the necessity and ability to maintain absolutely confidentiality • Pleasant and helpful telephone and face-to-face manner • Ability to function effectively as part of a team 	
Keyboard	<ul style="list-style-type: none"> • High level keyboard skills 	

Level of Autonomy	<ul style="list-style-type: none">• Able to make day-to-day decisions about own workload, within clear guidelines and procedures. Supervisory assistance is available most of the time.	
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