



# Dinnington High School Attendance Officer

Part of  
**LEAP**  
Multi Academy Trust

## Post Title: ATTENDANCE OFFICER

---

We are currently seeking a highly motivated, positive and experienced individual to join Dinnington High school to improve the attendance of our students.

The attendance officer is part of the Welfare and Inclusion Team. This team is part of the wider Student Development Team, which is a dynamic and friendly team covering pastoral, safeguarding and special needs work across the school.

As a school, we strive to support all students to be the best they can be so they achieve their potential. We seek to know them well so we can support them to reach our high expectations. This fulfils our Trust aim of 'Achieving Excellence' and our school values: The Dinnington Way: kindness, respect and excellence.

The post would appeal to individuals who are self-directed and have good interpersonal skills as well as being a reliable and effective team player.

The post is full time, term time only to start from 1 September 2021.

Salary: Band F/G F: £19,196.83 - £21,194.13pa actual. G: £22,050.87 - £24,006.63pa actual.

The G band is available for experienced colleagues with a proven track record or to provide a progression route for less experienced colleagues.

Hours: 37 per week, term time only

The closing date for applications is 9.00 am on Monday 5<sup>th</sup> July 2021.

# Job Description

---

The successful candidate will be expected to carry out the following tasks and may, in addition, be allocated specific responsibilities after discussion with the line manager.

To take a full and active role in the school, particularly

## Key responsibilities

- Contributing to raising student achievement by improving attendance
- Promoting positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
- Making unsupervised contact with families at their own homes and elsewhere to assess the reasons impacting on the attendance of individual students, facilitating their return or access to school.
- Monitoring and improving attendance & punctuality, working with pastoral staff and parents/carers
- To support students whose education is at risk due to poor or declining attendance
- To help families to improve their children's access to learning and enable all young people to maximise their educational opportunities, especially those vulnerable groups that may need additional support
- To monitor, track and analyse attendance and punctuality data and assist in implementing strategic actions in response.
- At a G grade: Take a significant lead whole-school in improving attendance under the direction of the Head of Welfare & Inclusion

## Main duties, working at a strategic level, and overseeing staff with specific responsibilities for aspects of this work

- Be a significant driver in the improvement of attendance at Dinnington High particularly in the aftermath of the pandemic.
- Meet and work closely with pastoral staff to identify poor attenders, monitor their attendance and implement proactive strategies to reduce absence of these students

and to support the school aims of achieving an attendance level which meets and/or exceeds the national average (for a G grade: initiate and lead strategies).

- Actively promote good attendance and punctuality across the school and wider community using display and social media
- Contribute to the development of the school ethos, values and the importance of attendance and punctuality within the school (for G grade: take a leading role).
- Reduce the number of PA and lateness numbers across the school
- Conduct home visits to identify barriers to education and to provide appropriate support for families which may include developing strategies for the families to help improve their child's attendance. Be able to work flexibly, on occasion, in order to carry out early morning or evening visits for students of concern.
- Refer to the Engage (SEND) department if you identify potential SEN barriers to attendance.
- Monitor the attendance of vulnerable groups of students and seek to identify students who may benefit from early intervention so that appropriate strategies can be identified and implemented.
- Produce attendance and punctuality reports for SLT, pastoral staff and governors.
- Produce specific attendance and punctuality reports for disadvantaged and/or SEND students as requested by SLT/governors
- Liaise with the wider Welfare & Inclusion team regarding attendance.
- Meet with students and parents to improve attendance
- Organise, attend and participate in school attendance panels, as required, with governors and parents
- To attend case reviews and/or case conferences for students where attendance is a cause for concern and to prepare reports as necessary.
- Liaise with the exams team to contact students missing from exams and work with the pastoral team in advance of exams to prevent lateness.
- Keep up to date with Ofsted criteria and judgements associated with attendance (for a G grade: advising Head of WIT & SLT on changes).

- Exchange information and determine appropriate levels of intervention with the LA and wider agencies, including the implementation of the Early Help Attendance Pathways.
- Record and compile evidence to support the initiation of legal proceedings
- Provide information on attendance issues and/or concerns and liaise with relevant external agencies as appropriate and as requested within the school sharing information and GDPR guidelines.
- Ensure the CME procedure is followed
- Staff the late gate, checking uniform and equipment of students who are late, alerting pastoral team of any students requiring intervention.
- Keep accurate, clear and concise records of all interventions and consultations and update information on the school's management system, and CPOMs for safeguarding issues.
- Assist and check records prior to the census to ensure attendance is accurate
- For a G grade: Deputise for the Head of WIT when required.

Liaise with and support the Admin Attendance Assistant to ensure:

- Registers are completed accurately on SIMS and are updated through the day
- 'First day absence calls' for all students are made and recorded accurately
- All unexplained absences are accounted for or letters are sent requesting an explanation
- Students who are internally and externally truanting are identified
- Parents are informed of truancy through phone calls home
- Contribute to the support staff performance reviews for Admin Attendance Assistant

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the leadership team to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

## Person Specification

Attributes	Essential	Desirable
Relevant Experience	Experience of working in a school or other educational environment	Background experience of pastoral or attendance (Essential for G Grade)
		For a G Grade: Demonstrable impact of leading positive change
Education and Training	5 GCSEs including Maths and English at grade 4 or above	Education to degree level
	A Level/vocational qualification equivalent (Level 3) OR relevant and practicable experience acquired through a combination of training and on-the-job experience.	ICT capability level 2 or above
	Driving licence	First Aid qualification
	Highly motivated with excellent communication and interpersonal skills both written and oral	Knowledge of current educational initiatives/attendance aspects of Ofsted
	Organised and calm approach with good attention to detail	
Knowledge and Skills	Experience of dealing with sensitive issues and an understanding of the importance of confidentiality	
	Flexibility and enthusiastic approach to work	Willingness to develop new skills
	Ability to prioritise tasks, manage time effectively and meet deadlines	
	Can work independently and as part of a team	
	Competent in the use of Microsoft Office applications including Excel	
	Working knowledge of the MIS applications	
	As part of the interview process your ability and state of knowledge with regards to issues of safeguarding and	

	promoting the welfare of children will be assessed.	
	For G grade: successful experience of leading projects/others	
Additional Factors	A commitment to the values and vision of Dinnington High School	
	Full clean driving licence and access to own car as required	
	A view that all students can achieve success	
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	

\* A – Application form; R – Reference; I – Interview; C – Certificates

Dinnington High School's mission is to help all students to "Achieve Excellence" via quality first teaching, responsive pastoral care and decisive leadership.

We welcome contact to discuss this post, as well as visits to our school.

Completed applications should be returned either by post to: Jenny Kenny, HR at Dinnington High School, Doe Quarry Road, Dinnington, S25 2NZ or by email to [recruitment@dinningtonhigh.co.uk](mailto:recruitment@dinningtonhigh.co.uk)

The Learner Engagement and Achievement Partnership is committed to safeguarding and protecting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level. Further information about the disclosure of criminal records can be found at <https://www.gov.uk/disclosure-barring-service-check>.

We undertake to make any "reasonable adjustments" to a job or workplace to counteract any disadvantages a disabled person may face.

Dinnington High School  
Doe Quarry Lane  
Dinnington  
Sheffield  
S25 2NZ

Tel: 01909 550066  
[info@dinningtonhigh.co.uk](mailto:info@dinningtonhigh.co.uk)