

JOB DESCRIPTION

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| Job Title: | Attendance Officer |
| Grade: | SET Grade 7 |
| Salary: | SCP 24 – SCP 28 |
| Conditions of Service: | Support Staff Contract of Employment |

Responsible to: **Assistant Headteacher (Attendance and Behaviour)**

Statement of Purpose

Responsible for raising achievement and attainment by improving and maintaining school attendance. You will provide a specialist service in assisting the school meet their obligations and targets in relation to school attendance, especially persistent absence. Ensure that appropriate policies and procedures are adhered to in relation to pupil absence. Monitor and report as appropriate on all matters relating to pupil absence in order to support the school reintegration packages.

Support to Parents/Guardians

- To liaise with all school staff regarding appropriate pupil information and liaise with parents on issues relevant to their child.
- Authorise, record and monitor absence forms.
- To assist in maintaining regular contact with families/carers of children in need of extra support to keep them informed of the child's attendance, needs and progress, and to secure positive family support and involvement.

School Responsibilities

- Responsible for the communication of attendance documentation and information e.g. letters, website school displays, etc.
- To develop and advise the school on strategies to promote the regular and punctual attendance of all students and assist with the implementation of the strategies.
- Meet with school staff, students and parents to identify individual problems and possible solutions.
- Responsible for unsupervised contact with families in response to allocated referrals i.e. home visits and /or meetings in school.
- To establish the reason for non- attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
- To initiate appropriate legal action with Education Welfare Service (EWS) (or equivalent body) to ensure the school is carrying out its statutory responsibility in respect of students. This will

include preparing statements, attending and presenting evidence or request the issuing of penalty notice fines or other legal sanctions and completion of Early Assessments.

- To implement and ensure clear and concise records of all consultations and produce any other reports i.e. annual action plan and summaries, as required for the school.
- Responsible for producing reports, data etc. often to tight timescales, using word processing and record information including statistical data, providing reports to senior managers and other professionals.
- To manage and prioritise your own workload in line with service and school requirements.
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, school staff, governors and others.
- Report on complex cases of pupil attendance.
- To liaise with external agencies, where appropriate.

Support to Management

- To support senior managers, teachers and other relevant staff on matters relating to attendance and where necessary take the lead role in developing work processes to improve school attendance.
- Responsible for initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance.
- Responsible for the production and analysis of relevant attendance data and reporting accordingly as required. e.g. to senior staff, meetings etc.
- Responsible for the production of reports, diagrams and letters as required by the Pastoral Manager/Senior Leadership Team.
- Maintain an awareness of legislation, policies, procedures and directives in respect of attendance and safeguarding of young people.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection.
- Undertake relevant safeguarding training and development within school as required.
- Liaise promptly with the Designated Safeguarding Lead, Deputy Designated Safeguarding Leads (Foundation and Senior Academy), on safeguarding concerns relating to or identified via attendance.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, and security, confidentiality and data protection, reporting all concerns.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development.
- Assist with pupil needs as appropriate during the school day.

Note

The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.

Person Specification

| Minimum Criteria for Two Ticks * | Criteria | Measured by APP/I/ASS |
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| | Experience <ul style="list-style-type: none"> • Some (typically 3-5 years) working within an education setting with young people or similar environment. • Some experience (typically 3-5 years) of working within safeguarding procedures and processes. • Some (1-3 years) experience of working with/managing confidential casework • Experience of communicating verbally and orally with third parties, parents and children • Management experience and dealing with senior stakeholders | APP/I |
| | Qualifications/Training <ul style="list-style-type: none"> • NVQ 3 in appropriate subject area, or equivalent qualification or experience in relevant discipline. | APP/I |
| | Knowledge/Skills <ul style="list-style-type: none"> • Excellent numeracy/literacy skills. • Able to comply with a full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Ability to relate well to children and to adults. • Excellent communication skills. • Good organisation skills. • Ability to prioritise effectively. • Ability to evaluate plans for students • Knowledge of Keeping Children Safe in Education Document and procedures. | APP/I |
| | Behavioural Attributes <ul style="list-style-type: none"> • Customer focused. • Has a professional and respectful approach, which demonstrates support and shows mutual respect. • Can demonstrate active listening skills. • Takes responsibility and accountability. | APP / I |

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| | <ul style="list-style-type: none"> • Committed to the needs of the pupils, parents and other stakeholders. • Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Is enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. | |
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MEASURED BY KEY:

APP = Application form ASS = Assessment activities I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

Approved by Joanne Collingwood, January 2022

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.