**Job Title – Attendance Officer**

**Responsible to – Assistant Principal Link / Principals**

**Terms and Conditions: Scale G**

**37 hours per week 08:00 – 16:00 Monday to Thursday 08:00 – 15:30 Friday**

**Term time plus 1 week**

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| **Our Vision** |
| Our vision is to work together to help every child to develop into high achieving, confident, healthy, caring and resilient members of their family and community; creating a pathway to support their career aspirations, independence and contribution to society. |

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| **Our Qualities** |
| Every member of our team is expected to demonstrate the ability to:   * Develop positive relationships with all children and adults * Recognise and manage their own emotions, thoughts and behaviours and understand how these can impact others * Be curious around the reasons behind others’ behaviours, accepting all feelings and beliefs * Understand others’ emotions and thoughts and feel a natural desire to support * Have the courage to reflect, make changes and be keen to learn |

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| **Core Purpose** |
| The Attendance Officer will work alongside key school staff to promote excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance.  It is important to:   * Promote and support high levels of attendance, to support students in achieving to their full potential.   Promote a positive attendance and punctuality culture |

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| **Key Areas of Responsibility** |
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* To monitor the completion of all registers to ensure that no missing marks or unexplained absences remain
* To monitor school policy of ‘first day contact’ within the school
* To monitor and remind staff to complete registers
* To ensure all unexplained absences are accounted for or send letter requesting an explanation
* To monitor the timely input of information i.e. exams, music trips, sporting events, workbased learning appointments, absence reports etc and to keep Learning Coordinators and staff updated
* To monitor the correct accuracy and correct coding on registers before printing off weekly attendance reports
* To follow attendance policy and send out letters as required.
* To identify, organise and run weekly attendance meetings.
* To follow up late students
* To assist and check records prior to the Census to ensure school attendance is accurate and up to date
* To produce and interpret information relating to attendance patterns/groups
* To provide updates for staff on student attendance
* To monitor the attendance of vulnerable groups of students and liaise with staff
* To monitor contact of all absent students on a daily basis via truancy call
* To assist with the identification of students who will receive support in improving their attendance record
* To work with parents/carers and other agencies in improving students attendance records and coordinating parental support and training where appropriate
* To work with a regular group of students using regular attendance checks and contact with parents/carers to improve levels of attendance
* To collate, maintain and update attendance data
* To produce fortnightly reports for the relevant Assistant Headteacher
* To undertake home/community and school visits as designated by the school/Educational Welfare Officer
* To work alongside relevant staff, contact teachers, senior management, learning support assistants, Education Welfare Officer, to exchange information and determine appropriate levels of intervention.
* To work with students and families identified by the school and the Educational Welfare Officer
* To liaise with the designated colleagues for child protection
* To keep up to date with SIMS training
* To train as a DSL and carry out DSL duties.

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| **Safeguarding** |
| Respect confidential issues and keep confidence as appropriate  To keep up to date with the School procedures for safeguarding and child protection, reporting any concerns to the senior designated person. |

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| **Health and Safety** |
| 1. Ensure that risk assessments are carried out in line with the school Health and Safety policy. 2. Ensure that year team members are aware of Health and Safety issues including the need to report to the Site Manager all health and safety problems, accidents, and “near misses”. 3. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions   Co-operate with the employer on all issues to do with Health, Safety & Welfare |

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| **Continuing Professional Development** |
| * In conjunction with the Leadership Link, take responsibility for personal professional development, keeping up-to-date with developments related to school efficiency, which may lead to improvements in the day-to-day running of the school * Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available |

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 a manager to undertake work of a similar level that is not specified in this role profile.

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This role profile is current at the date shown, but in consultation with you, may be changed by the CEO or Board of Trustees to reflect or anticipate changes in the job commensurate with the grade and job title.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Personal Attributes** | * Relational * Self-aware * Curious * Accepting * Empathetic * Reflective |  |
| **Qualifications** | * Minimum of 5 GCSE (A\*-C) or equivalent including Mathematics and English | Qualification in work linked with children and young people |
| **Experience** |  | Work within an education/social care setting.  Previous work with young people and families |
| **Skills/Knowledge** | Demonstrate an understanding of issues that may affect a student’s ability to attend school  Demonstrate an understanding of issues linked to confidentiality | Demonstrate willingness to take responsibility for continued personal development |
| **Other** | Demonstrate enthusiasm  Demonstrate an ability to cope with stressful situations | Able to use own initiative and work alone when necessary |