



Hyde High School

<p>Job description: Attendance Officer Grade: F Working pattern: 36 hours per week term time only</p>	
Responsible to	Deputy Headteacher (Behaviour and Welfare)
Core Role	As part of the school's Pastoral Team, the Attendance Officer will have responsibility for maintaining and further developing systems which promote excellent attendance and reduce levels of absence. They will work with children, families and outside agencies within a statutory framework to improve attendance and punctuality at school.
Key responsibilities	
	<ul style="list-style-type: none"> • To identify and work with individuals and groups of students where attendance is below school expectation. • To work with children and families in partnership with external agencies to improve levels of attendance. • To collate and share information with the Education Welfare Service regarding students experiencing difficulties with attending school. • To manage the school's 'Student Services' provision. • To play a key role in the organisation and administration of KS2-3 transition.
Management of Attendance	
	<ul style="list-style-type: none"> • To be the main point of contact for all attendance issues in school. • To oversee the accurate completion of the school register using SIMS to ensure the safeguarding of all students; escalating issues to Head of Year/Pastoral Deputy Headteacher as appropriate. • To ensure that school safeguarding and legal obligations are met with due regard to first day contact procedures, children missing from education and removal from school roll. • To monitor the attendance of vulnerable groups of students within school. • To be responsible for developing attendance rewards within school, identifying students with excellent attendance and sharing successes with parents/carers. • To keep up-to-date with new initiatives and share strategies with Senior Leaders and the Pastoral Team. • To line manage the Attendance Support Assistant and the Student Services Administrator.
Attendance Interventions	
	<ul style="list-style-type: none"> • To work collaboratively with the Pastoral Team and meet with parents/carers in school or by home visit, to establish a regular pattern of attendance.

	<ul style="list-style-type: none"> ● To be responsible for producing action plans and overseeing appropriate interventions for all persistently absent students with the aim of reducing the number of students in the PA attendance category. ● To lead and develop strategies to promote punctuality of all students. ● To monitor the impact of attendance interventions and initiate legal proceedings where no improvement has been made. ● To work alongside the Pastoral Team and SENCO to devise reintegration plans, providing advice and support for students following long term absences. ● To complete individual healthcare plans and refer cases of poor attendance relating to medical conditions to the Education Welfare Service. ● To attend and contribute at multi-agency meetings and internal meetings with the Pastoral Team and Senior Leaders to discuss attendance issues. ● To identify and liaise with appropriate agencies to access support to meet the needs of students and their families. ● To deliver whole school attendance assemblies as necessary.
Recording, reporting and data analysis	
	<ul style="list-style-type: none"> ● To produce and interpret statistical attendance data relating to individuals and groups of students and provide appropriate reports to the Senior Leadership Team and Governors as required. ● To maintain accurate records and case notes and be able to compile evidence and produce high quality written reports and statements as required by the courts. ● To share whole school attendance information with school staff.
Wider responsibilities	
	<ul style="list-style-type: none"> ● To be part of the First Aid Team within school in accordance with the published rota. ● To carry out a share of supervisory duties in accordance with published schedules. ● To assist with the daily management of school systems such as late detentions. ● To support and attend whole school parents' evenings and other relevant events including Open Evening and our 'Moving Up' transition event. ● To undertake any other reasonable duties at the request of the Headteacher.
<p>All adults at Hyde High School are expected to:</p> <ul style="list-style-type: none"> ● actively promote the school's positive ethos and values; ● subscribe to the priorities within the School Improvement Plan; ● play a full part in the life of the school community; ● comply with and promote the school's corporate policies including, but not restricted to Health and Safety, Child Protection, Safeguarding and Data Protection; ● be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. <p>Hyde High School is committed to safeguarding and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.</p>	