

## **JOB DESCRIPTION**

### **Job Title: Attendance Officer**

**Salary:** Grade 3 + SEN

#### **Purpose of Job Role:**

- The Attendance Officer will work in partnership with Centre staff, parents, pupils and other professionals to promote excellent school attendance, challenge non-attendance, and reduce the impact of educational disadvantage, enabling all children to access education.
- Under the direction of Centre Leadership support the day-to day operations of Short Term Provision
- To support Short Term Provision staff and the Centre Leadership team in ensuring that communication between home school and clinical teams is robust.
- Promote and support high levels of attendance, to support pupils in achieving to their fullest potential.

#### **Duties and Responsibilities:**

- To work in partnership with parents, young people and other professionals to promote Academy attendance and pupil wellbeing.
- To promote and safeguard the welfare of children and young people
- To work with Centre Leadership in the planning of home teaching.
- To support Short Term Provision staff by liaising with home schools and coordination of information sharing.
- To raise achievement and enable children and young people to have full access to educational opportunities and engage in learning
- To work in a supportive and non-judgemental way to achieve the best possible outcomes for children
- To ensure that families have access to the full range of support services in consultation and agreement with Centre Leaders and other professionals
- To establish and maintain effective professional relationships with staff, pupils and parents
- To undertake home visits as appropriate in alignment with academy policies, to facilitate home teaching and support children in returning to school
- To work with STP colleagues to plan and support the transition of children in their return to school.
- To support the development of Early Help interventions for children and young people in line with current Birmingham Safeguarding Children Board priorities
- To keep and maintain accurate records of all interventions and produce and analyse relevant data
- To measure progress for individuals against personalised challenging targets, in line with the Academy's aims and expectations
- To be persistent and motivational in approach, adopting creative strategies to target individual need including the development of attendance action plans.
- To review and develop own professional practice in line with current performance management systems and processes
- To engage in professional development opportunities where directed and appropriate, adhering to the principle of performance management
- To ensure that all tasks are carried out with regard to safeguarding, health and safety
- To adhere to the ethos of the Academy



**Specific conditions:**

- Ability to drive between sites and to pupils' homes and must have use of a roadworthy vehicle and current business use insurance for vehicle
- Hours to be worked during term time only
- No leave to be taken during term time

**Other responsibilities:**

1. Take personal responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
2. Undertake and participate in relevant CPD and appraisal arrangements.
3. Follow all organisational systems and procedures.
4. Abide by and adhere to all academy policies and practice including health and safety.
5. Support and promote diversity and equality of opportunity for all.
6. Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual pupils, staff and/or associated organisations.
7. Promote and support inclusive practice.
8. Promote the agreed vision and aims of the Academy.
9. Set an example of personal integrity and professionalism in line with the staff Code of Conduct.
10. May be required to work at any other sites within JB as the needs of the Academy dictate.
11. To perform other such duties as the line manager, Assistant Principal, Vice Principal or Principal may from time to time determine.

By signing this Job Description, you are also consenting to disclose any warnings, convictions and reprimands whilst in employment as soon as it is practically possible.

New post holders are also consenting to annually renew their Update Service subscription.

**Team/s:** Pastoral Team

**Responsible to:** Centre Leader, Attendance Lead

**Responsible for:** n/a

**Job description issued after consultation**

**Signature of the Principal**.....

**Date** .....

**Copy received by**

**Signature of the Post holder**.....

**Date** .....

