



JOB DESCRIPTION

Job Title: Attendance Officer
Grade: C1 SCP 12-17
Reporting to: Attendance Leader

Job Purpose:

To support the Attendance team in improving attendance and punctuality across the Academy by monitoring the attendance of students and referring concerns to the Pastoral Leaders.

To promote good attendance within the Academy and issue routine correspondence to parents/carers regarding attendance/absence requests in accordance with the Academy Attendance Strategy.

Key Responsibilities:

- Relentlessly seek to improve the attendance of students at the academy, in order to meet targets, set by the Principal.
- Work alongside other pastoral colleagues, Vice Principal, Assistant Principals and Heads of Year to plan and implement strategies that will improve the behaviour, attendance and attainment of individual and targeted groups of students.
- Attend meetings with parents / carers and multi-agency meetings, when appropriate.
- Monitor and analyse attendance data daily to identify areas of concern and act accordingly to improve the figures.
- Produce and send letters regarding lateness and attendance / truancy.
- Undertake home visits to support parents / carers, encourage students to come into school and discuss the link between absence and attainment.
- Advise parents / carers about the legal process if their child becomes a persistent absentee.
- Organise school attendance panels, set targets and if necessary, organise parenting contracts to be completed.
- Where required, support the management of Education Supervision Orders made in court.
- Implement and develop re-integration strategies to support a student returning to school, in order to resolve any difficulties and reduce the likelihood of further absence.
- Liaise with Heads of Year, Learning Mentors and other staff regarding attendance issues and arrange meetings as appropriate.
- Participate in the Academy's pastoral training programme as appropriate and when requested.
- Promote and support high levels of attendance through the full implementation of the Academy Attendance Strategy.
- Telephone parents / carers where appropriate and complete home visits for absent children.
- Update CPOMS with any matters related to child protection / concerns as required.
- Support with transition arrangements for students entering or leaving the Academy.
- Be committed to improving personal practice through training and performance management.
- Undertake additional duties appropriate to the post as required.

General Duties:

- Provide reports to the Senior Leadership Team & Governors as required.
- Provide support to the Behaviour and Inclusion team as required.
- Provide support to the Administration Team as required.
- Attend key after school events and fully participate in training days.

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- Attend staff training and briefings as required by the Principal.
- Attend middle and senior leadership meetings as required by the Principal.
- Complete AM, Break, Lunch and PM duties as required by the Principal.

Accountability Key Performance Indicators:

- Accountable for ensuring that attendance in the agreed year group is above national average and PA is below national average.
- Accountable for a reducing the number of lates in the agreed year group.
- Accountable for ensuring that the attendance strategy is fully implemented.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.

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| Criteria | Essential/ Desirable |
|---|-------------------------|
| Qualifications | |
| 5+ GCSE C/4 and above (or equivalent) including English and Mathematics. | E |
| A full, clean driving license. | E |
| Knowledge and Skills | |
| Knowledge and understanding of key government legislation surrounding attendance. | E |
| An in-depth knowledge of steps that can be taken to support students in improving attendance. | E |
| Knowledge of the social, emotional and mental health needs of young people. | E |
| Good ICT skills. | E |
| An excellent understanding of Positive Discipline. | E |
| A passion for education and making a difference. | E |
| Excellent communicator. | E |
| Effective team member. | E |
| Drive and determination. | E |
| Ambition. | E |
| Energy, enthusiasm, sense of humour. | E |
| Willingness to contribute to the wider life of the Academy. | E |
| Knowledge of the legal process surrounding poor attendance, including fines for parents. | D |
| Experience | |
| Recent experience working in a secondary school. | E |
| Experience supporting students to overcome personal barriers to academic success. | E |
| Experience working with a variety of external agencies to support young people. | D |
| Experience working within the Attendance team in a secondary school. | D |
| Continuous Professional Development | |
| Evidence of commitment to Continuing Professional Development | E |
| Other Conditions | |
| Enhanced DBS Clearance | E |

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