

JOB DESCRIPTION

The Diamond Learning Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to a criminal record check via the Disclosure and Barring Service (DBS)

ATTENDANCE OFFICER

JOB DESCRIPTION

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Responsible to: SLT

The fundamental duty of the post holder is to assist in the promotion of outstanding attendance by working in a partnership with all stakeholders and the wider community. If attendance is outstanding then students have improved life chances and will make more rapid progress academically and socially. The Attendance Officer will work directly with all stakeholders in a non-judgemental way, encouraging, challenging and supporting improvements in attendance at an individual, cohort and whole school level. Attendance is an essential aspect of a successful community and academic success.

S/he also represents the ethos, values and approach of the Academy to pupils, parents and staff

Key Responsibilities:

Punctuality

- Liaise with parents regarding any issue and build positive relationships with them
- Contact home and speak where possible, to all parents to discuss reasons why a student has arrived late to school etc.
- Exercise flexibility
- Inform all relevant parents by daily email which students have
- arrived in late for school • Support the detention structure and
- promote punctuality

Safeguarding

- In conjunction with others, operate a first day response system, telephoning parents/ carers to ascertain the nature of absence and ensuring safety of students
- Train as a Deputy DSL to support safeguarding and welfare checks for students

Attendance

- Liaise with County Attendance Officer to make informed decisions for impact • Liaise with relevant staff to arrange regular weekly meetings discussing attendance issues within the year group
- Examine each group cohort to target those who need intervention, historic data should be included within these discussions
- Create forms to facilitate students reporting daily
- Create plans to hold parent meetings
- Send out letters & organise room bookings
- Record all relevant information.
- Consider holding meetings to facilitate the students with parents/carers who have work commitments
- Ensure that all interventions are logged appropriately
- Carry out home visits either at the request of the year team or for those you are personally concerned about
- Liaise closely and share information with other agencies when appropriate • Highlight persistent absence concerns and the possible repercussions should there be no improvement.

Attendance Data

- Examine closely to allow comparison to be made on year on year whole school figures, year group comparison and at an individual student level
- Identify trends in absences in order to prepare strategies for low attendance levels • Plan for low weeks and target intervention appropriately
- Prepare reports for a range of audiences on attendance and punctuality • Examine and compare previous data
- Create a weekly data with all attendance data within it for tutors
- Take all updated data to weekly meetings with SLT.

Incentives

- Advise staff to praise wherever possible in the tutor times with students with 100% and improved attendance
- Introduce innovative programmes, such as 12 days of Christmas attendance to help boost attendance at traditionally low attendance times

Other Duties

- Have full regard to all aspects of the Academy's Health and Safety policy and secure appropriate practice in those areas for which responsibility is held;
- Safeguard and promote the well-being of students and staff in all aspects of the performance of this role;
- Follow Child Protection and other agreed procedures e.g. relating to the organisation of trips and visits and the ordering of goods;
- Undertake such other duties as the Headteacher may reasonably require.

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The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher.

This job description is not intended to be fully comprehensive of the role in which a Teaching Assistant is employed; however it provides an indicator of the main functions and responsibilities expected; any breach or non-compliance to this description or policies and procedures will be treated as an act of gross misconduct.