
Job Description for Attendance Officer

Responsible to: Vice Principal (Inclusion)

Based at: Brinsworth Academy

Paid on: Band G of the School Support Staff Pay Scale

OVERALL PURPOSE OF THE POST

The successful candidate will be expected to carry out the following tasks and may, in addition, be allocated specific responsibilities after discussion with the line manager.

To take a full and active role in the school, particularly

- Monitoring and improving attendance & punctuality, working with pastoral staff and parents/carers
- To support students whose education is at risk due to poor or declining attendance
- To help families to improve their children's access to learning and enable all young people to maximise their educational opportunities, especially those vulnerable groups that may need additional support
- To monitor, track and analyse attendance and punctuality data and assist in implementing strategic actions in response.

MAIN DUTIES

- Ensuring registers are completed accurately on SIMS, updating through the day as necessary
- Meet and work closely with pastoral staff to identify poor attenders, monitor their attendance and implement proactive strategies to reduce absence of these students and to support the school aims of achieving an attendance level which meets and/or exceeds the national average
- Actively promote good attendance and punctuality across the academy using display and social media
- Reduce the number of PA and lateness numbers across the academy
- Ensure that 'first day absence calls' for all students are made and recorded accurately
- Ensure all unexplained absences are accounted for or send letter requesting an explanation
- Assist and check records prior to the census to ensure attendance is accurate
- Monitor the attendance of vulnerable groups of students and seek to identify students who may benefit from early intervention so that appropriate strategies can be identified and implemented.
- Produce attendance and punctuality reports for SLT and pastoral staff
- Exchange information and determine appropriate levels of intervention with the LA and wider agencies, including the implementation of the Early Help Attendance Pathways.
- Liaise with the safeguarding team regarding attendance

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role. The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.

- Produce specific attendance and punctuality reports for disadvantaged students as requested by SLT
- Meet with students and parents to improve attendance
- Conduct home visits when required, and as directed by SLT, to identify barriers to education and to provide appropriate support for families which may include developing strategies for the families to help improve their child's attendance. Be able to work flexibly, on occasion, in order to carry out early morning or evening visits for students of concern.
- To attend case reviews and/or case conferences for students where attendance is a cause of concern and to prepare reports as necessary.
- To attend and participate in school attendance panels, as required, with Governors and parents
- Liaise with the exams team to contact students missing from exams
- Identify students who are internally and externally truanting
- Inform parents of truancy through phone calls home
- Participate in support staff performance reviews for relevant staff and manage and direct the work of the Assistant Attendance Officer
- Keep up to date with Ofsted criteria and judgements associated with attendance
- Record and compile evidence to support the initiation of legal proceedings
- Provide information on attendance issues and/or concerns and liaise with relevant external agencies as appropriate and as requested within the school sharing information and GDPR guidelines.
- Assist in the development of the school ethos, values and the importance of attendance and punctuality within the school
- Ensure the CME procedure is followed
- Check uniform and equipment of students who are late, alerting pastoral team of any students requiring intervention

Please note this job has a Probationary Period of 6 Months and a Notice Period of 1 Month.

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 the leadership team to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the academy and the professional development of the staff.

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Person Specification for Attendance Officer

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> • Experience of working in a school or other education environment 	<ul style="list-style-type: none"> • Background experience of pastoral or attendance
Education and Training	<ul style="list-style-type: none"> • 5 GCSE's including Maths and English at grade 4 or above • A level /vocational qualification equivalent (Level 3) OR relevant and practicable experience acquired through a combination of training and on-the-job experience 	<ul style="list-style-type: none"> • Education to degree level • ICT capability level 2 or above • First Aid Qualification
Special Skills and Knowledge	<ul style="list-style-type: none"> • Highly motivated with excellent communication and interpersonal skills both written and oral • Organised and calm approach with good attention to detail • Experience of dealing with sensitive issues and an understanding of the importance of confidentiality • Flexibility and enthusiastic approach to work • Ability to prioritise tasks, manage time effectively and meet deadlines • Can work independently and as part of a team • Competent in the use of Microsoft office applications including Excel • Working knowledge of the MIS applications • As part of the interview process your ability and state of knowledge with regards to issues of safeguarding and promoting the welfare of children will be assessed. 	<ul style="list-style-type: none"> • Knowledge of current educational initiatives
Additional Factors	<ul style="list-style-type: none"> • A commitment to the values and vision of Brinsworth Academy • Full clean driving licence and access to own car as required • A view that all students can achieve success • Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	<ul style="list-style-type: none"> • Willingness to develop new skills

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