

Attendance Officer

Job Description

Grade: GR3

1. Job Purpose

- 1.1 To promote regular school attendance for all students irrespective of SEND and medical need.
- 1.2 Supporting the Leadership and Pastoral Teams to manage all aspects of school attendance in order that students at Mayfield School access their full educational entitlement

2. Key Responsibilities

This is a great opportunity for an efficient and committed individual who is passionate about improving outcomes for children and young people with special educational needs and disabilities. As the Attendance Officer, you will work closely with students, parents, carers and the pastoral team to promote regular school attendance for all.

We are seeking to appoint a motivated and compassionate person who has;

- knowledge and understanding of current legislation and guidance relating to school attendance including the DfE guidance: 'Working together to improve attendance'
- knowledge of the legal framework governing attendance and enforcement measures for non-attendance
- experience working in a school environment or other educational setting
- experience of identifying and implementing interventions to raise attendance of persistent absentees

Main purpose

- To promote regular student attendance
- To ensure attendance is accurately coded
- To maintain accurate and comprehensive records of all contact with parents, carers and other professionals on attendance matters
- To monitor and report on whole-school attendance data, analysing data and trends to identify key areas of concern
- To work closely with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue
- To develop individualised attendance plans and provide support and interventions as appropriate, ensuring impact is evidenced

- To identify and follow up any attendance related safeguarding issue in line with the school procedures
- To work closely with external professionals such as Birmingham LA, health, SENAR, socials care etc
- establish working relationships with reluctant and hard to engage families and demonstrate resilience with solution focussed outcomes

Duties and responsibilities

Administration

- Ensure daily attendance registers are accurate and completed on time, and follow up with staff members about any incomplete data
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures.
- Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with Local Authorities/other external agencies and partners
- Manage attendance returns for the school census
- Manage the process of issuing penalty notices to parents
- Manage the punctuality system (lates in the morning and detentions)
- Maintain accurate records of communications with parents/carers and relevant interventions
- Build and refresh knowledge of the school's MIS and other relevant systems
- Ability to work alongside Designated Safeguarding Leads
- Organise and attend home visits in line with the attendance policy

Monitoring and reporting

- Produce and interpret weekly and half term attendance reports for progress and school leaders, identifying key statistics, reasons for absence and any patterns of concern
- Track attendance of vulnerable groups of pupils and share information with school leaders
- Identify pupils that need additional support to improve their attendance and ensure relevant actions are implemented
- Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils
- Establish procedures for first-day calling and managing absences effectively
- Lead daily or weekly check-ins to review progress and the impact of support/interventions
- Work with school leaders to develop and revise the school's attendance policy
- Implement children missing in education (CME) procedures when appropriate

- Provide regular reports to attendance organisations to raise awareness of emerging at-risk pupils
- Attend meeting with progress leaders and or the senior leadership team to communicate actions implemented as and when required
- Undertake relevant training related to attendance

Working with parents/carers

- Co-ordinate meetings with pupils and parents/carers to implement interventions and track progress
- Build positive relationships with parents/carers and encourage family involvement in their child's attendance
- Identify, and where possible, mitigate potential barriers to attendance in partnership with families
- Carry out home visits, where necessary, to address attendance concerns for individual pupils (this role requires the postholder to have access to their own vehicle with business use insurance)

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Be alert to when absence, including persistent absence, becomes a safeguarding concern and early help may be required
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing and acting upon concerns where necessary
- Promote the safeguarding of all pupils in the school
- Use CPOMS to log safeguarding concerns

2.1 Any reasonable task as directed by the Head Teacher. Any task which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include redeployment to other departments – to include cover for absence colleagues and/or relocation to areas of need.

2.1.1 To adhere to the ethos of the school.

2.1.2 To promote the agreed vision and aims of the school.

2.1.3 To set an example of personal integrity and professionalism.

2.1.4 Attendance at appropriate staff meetings and parents evenings.

2.2 Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

3. Supervision Received

3.1 Supervising Officer's Job Title: Lead DSL

3.2 Level of supervision:

1. ~~Regularly supervised with work checked by supervisor~~
2. Left to work within establishment guidelines subject to scrutiny by supervisor
3. Plan own work to ensure the meeting of defined objectives

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. **Special Conditions**

5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation

Criteria	Essential	MOA
Education/ Qualifications NB: Full regard must be paid to overseas qualifications.	Level 2 qualification or equivalent in English and maths	AF/C
	Minimum of a level 3 qualification in a field related to working with children and/or families	AF/C
Experience Relevant work and other experience	Ability to maintain confidentiality in relation to all issues connected with this role	AF/I
	Excellent numeracy and literacy skills	AF/I/T
	Experience of working with children and families	AF/T
	Experience of using word/excel/MIS systems and maintaining accurate records	AF/I
		AF/I

	<p>Knowledge and understanding of the current legislation and guidance relating to school attendance including DfE guidance; 'Working together to improve attendance'</p> <p>Experience identifying and implementing interventions to raise pupils attendance</p> <p>Good experience of Microsoft Office including Word, Excel and Publisher</p> <p>Experience of working with hard to reach families</p> <p>Experience of multi agency work</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<p>Skills & Ability e.g. written communication skills, dealing with the public etc.</p>	<p>*Delete if not applicable</p> <p>*An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016</p> <p>Able to communicate effectively and accurately both verbally and in writing with a wide range of stakeholders</p> <p>Good organisational skills. Ability to deal with large volumes of data, prioritise workload and meet strict deadlines</p> <p>Ability to maintain high standards of accuracy and have a calm methodical approach to work, delivering a high-quality service whilst under pressure</p> <p>Ability to interpret advice/statute and support in devising policy/practice in the light of these</p> <p>To be reliable, punctual and have excellent attendance</p> <p>To have a polite, friendly, professional, respectful and flexible approach to work and to be customer focused</p> <p>Able to work constructively as part of a team, understanding school rules and responsibilities</p> <p>To be open and honest, to follow instructions and to take responsibility and accountability for own actions</p>	<p>AF/I</p> <p>AF/I/T</p> <p>AF/I/T</p> <p>AF/I/T</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>

	<p>Ability to complete work to the required standards of accuracy and presentation</p> <p>Ability to develop and maintain effective working relationships with a wide range of people</p> <p>Committed to the needs of the students, parents and other stakeholders and challenge barriers/blocks to provide an effective service</p> <p>Demonstrate a 'can do' attitude and is adaptable to change with a positive, decisive and enthusiastic attitude</p> <p>Ability to work on own initiative</p>	
Personal qualities	<p>Committed to positive outcomes for all students</p> <p>Takes quick and effective action to meet the demanding workloads and commitments</p> <p>Ability to relate well to children and adults, able to form and maintain appropriate relationships and personal boundaries with children and young people</p> <p>To keep calm and maintain an air of authority</p>	
Flexibility	To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within Mayfield School	
Training	Willing to undertake job related training	AF
Safeguarding	<p>Enhanced DBS (adult and child) is essential.</p> <p><i>This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.</i></p>	
Other	Driver's licence/business use insurance/use of own vehicle	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:
