



## North Bromsgrove High School

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### **JOB DESCRIPTION**

**Job Title:** Attendance Officer  
**Accountable to:** Student Welfare Officer and Deputy Headteacher - Pastoral  
**Scale:** SC4 Pt 7 – 15 hours per week – TTO Plus 2 Teacher Training Days

### **MAIN PURPOSE OF ROLE:**

- To support strategies which will contribute towards improving attendance and progress in school.
- To work with the school, students, families and other agencies to secure good attendance at school and to help address issues arising from school non-attendance.

### **KEY ACCOUNTABILITIES:**

- To ensure all registers are accurately taken and coded.
- To liaise with all staff to ensure that all students are accounted for and adequately safeguarded in line with KCSIE
- Improve attendance and punctuality of all targeted students especially those who are designated as receiving pupil premium
- To ensure all rewards and sanctions relating to attendance and punctuality, in line with school policy, are applied.
- To contact the parents of persistent absentees, in liaison with the Progress Leader and to visit at home where appropriate
- To follow up in school persistent absentees
- To provide individual support, monitoring and guidance for non-attending students
- Maintain high standards in record keeping, letter and report writing
- Provide support and advice to pupils in line with promoting their personal development, behaviour and welfare.
- To liaise regularly and work in partnership with a range of people from Children's Services and other partner agencies to improve school attendance and behaviour.
- To follow school procedures with regard to administration including case recording, responses to referrals and formal non-attendance procedures
- To regularly liaise with Progress Leaders, SENCo, Form Tutors and Pastoral Managers
- To liaise with middle schools on attendance issues
- Initiate the 'Children Missing education' procedures where necessary in liaison with the school and Education Welfare Officer.
- To provide support/back up to Attendance and *Behaviour* Administrator when absent.
- Be aware of and comply with policies and procedures in relation to child protection and all aspects of safeguarding children
- Supporting students who are absent for longer than usual periods of time due to e.g. illness, bereavement etc.



## **Communication & Liaison**

- Arrange for work to be set and collated for exclusion and other pupil absence.
- To contact students with messages relating to lessons, messages from home, collecting information from form tutors etc.
- To speak to parents/visitors relating to student support and attendance matters
- To liaise with the school's Student Welfare Officer to identify specific areas of concern or where progression is needed with regard to absence/lates.

## **Professional Standards and Development:**

- To respect the confidential nature of information in relation to the school and pupils.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety
- To adhere to the ethos of the school:
  - to promote the agreed vision and aims of the school
  - To set an example of personal integrity and professionalism
  - Attendance at appropriate staff meetings and parents' evenings.
- To participate in INSET on pastoral developments and help incorporate such developments into Pastoral Systems and Management.
- Be a role model to students through personal presentation and professional conduct
- Cover for absent colleagues as is reasonable, fair and equitable
- Be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety and Attendance
- Establish effective working relationships with professional colleagues and associate staff.
- To assist with the organisation of house competitions, celebration assemblies and rewards trips/events with the Progress Leader.

## **Other duties:**

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the post and/or as detailed in the School's health and safety Policy

## **PRINCIPAL CONTACTS**

Students, parents, Student Welfare Officer, Progress Leaders, Form Tutors, teachers, school support staff and representatives from Worcestershire County Council and other agencies.



**Notes:**

- The school reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the school's Equal Opportunities Policy

**Person Specification**

<b>Training Qualifications and Experience</b>	
<b>Essential</b>	<b>Desirable</b>
GCSE or equivalent in English and Maths	Evidence of continual professional development
Experience of supporting with student progress and monitoring the impact of interventions	Experience of successfully developing aspects of pastoral matters
Experience of raising standards of students	Knowledge of school tracking and data systems
Evidence of a sound knowledge of effective pastoral strategies	
<b>Professional Knowledge and Understanding</b>	
<b>Essential</b>	<b>Desirable</b>
Evidence of a sound knowledge of effective pastoral strategies.	Experience of using Information Technology to keep and maintain accurate records
Direct work with children or young people or families	Experience of improvement planning for student progress and monitoring the impact of interventions
Experience of working as part of a team and independently as required	Some experience of the ability to motivate and support a staff team
<b>Abilities and Skills</b>	
<b>Essential</b>	<b>Desirable</b>
Ability to liaise confidently with all stakeholders	Willingness to work flexibly if required
Understanding of extrinsic and intrinsic motivators and how they can be used to engage children, young people and families	Clear communicator
Understanding barriers of learning and a commitment to enabling young people to access education	Evidence of using own initiative to identify and plan appropriate interventions
Ability to use data effectively to monitor reports on progress	Ability to implement early help strategies to prevent the need for escalation
Ability to work within and apply all school policies eg behaviour management, safeguarding, health and safety, equal opportunities	Ability to monitor the pupils' response to intervention and where appropriate, modify or adapt the activities to achieve the intended outcomes



<b>Personal Qualities</b>	
<b>Essential</b>	<b>Desirable</b>
<p>A commitment to improving student outcomes</p> <p>Willingness to participate in further training and developmental opportunities offered by the school and external providers, to further own knowledge</p> <p>Self- motivated and seizes the initiative</p> <p>Clear vision and moral purpose</p> <p>A commitment to own professional development and that of the whole staff</p> <p>A positive and resilient individual with drive, integrity, and a cheerful disposition</p> <p>Ambitious and diligent professional who can motivate and inspire others</p> <p>Approachable, able to listen and reflect on the needs of the stakeholders</p> <p>Ability to actively 'live out' our school CARE values and ethos</p> <p>Commitment to safeguarding and promoting the welfare of children and young people</p> <p>The post holder will require an enhanced DBS</p>	<p>Desire for further career progression</p> <p>Business Insurance on Car for conducting home visits</p>

