

Name		<b>Alec Reed Academy</b> <b>Job Description</b>
Date drafted	December 2022	
Date reviewed	October 2024	



The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA.

It is not intended to be a comprehensive listing of every task that an ARA employee might be called upon to undertake.

Neither is it a legal document, although it may be referred to in Contracts of Employment.

### MANAGEMENT DETAILS

Job Title	Attendance Officer
Location/work base	Primary based
Grade	
Reporting to:	The Board of Trustees through the Principal & CEO
Line Manager	Primary Assistant Headteacher / Designated Safeguarding Lead
Posts directly supervised:	
Staff or contractors indirectly supervised	

### THE MAIN PURPOSE OF THE JOB

**Purpose:**

The main purpose of the Attendance Officer role is to ensure that every child is receiving a suitable, full-time education by encouraging regular attendance at school.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The role of the Attendance Officer is to:

- Work closely with the Primary Attendance Team, Home & Liaison Officer (HALO), Senior Lead for Attendance, Secondary Attendance Officer, Designated Safeguarding Lead, Educational Welfare Officer and Deputy Designated Safeguarding Lead, and SaFE Workers to achieve the below
- To promote attendance and punctuality by carrying out daily monitoring, and prompt, rigorous responses to pupil lateness or absence including updating daily registers using SIMS.
- To promote family and individual pupils' responsibility to attend school.
- To process registers twice a day using the school SIMS system and register late pupils, ensuring that attendance and punctuality data is correct on SIMS system. Fill in missing marks and change 'N' for census.
- Run the registers at the end of each week and chase up N's (non-attendeess)
- To identify individual pupils with persistent absence / regular casual absence / those at risk of disaffection / truancy and to identify other unauthorised absence, liaising with the EWO to take action.
- To monitor the attendance and punctuality of vulnerable groups including those looked after and on the child protection register and liaise with the DSL, SaFE Workers and teaching staff where appropriate on strategies to improve attendance
- To meet, minute and coordinate meetings with parent/ carers, of pupils who are Persistent Absentees (under 90%) to address issues and to implement appropriate and agreed strategies to improve attendance rates, providing updates to the CYP team.
- To identify individual pupils with regular punctuality issues, liaising with the CYP Team in Primary Attendance Strategy Meetings.
- To monitor and identify the attendance and punctuality of vulnerable groups including those looked after on the child protection register and liaise with the DSL, Safe Workers and teaching staff where appropriate strategies to improve attendance.
- To contact parents of absent pupils each day and issue more formal communications (letter or email) where required by school or Attendance & Punctuality Policy.
- To conduct home visits in line with attendance, welfare and safeguarding procedures.
- To input and maintain records of family contacts and interventions, and pupil data, including the processing of term-time leave requests.
- To create and analyse the weekly attendance figures for each class, sharing information with relevant PLT, teachers and staff.
- Meet with HALO to discuss students with attendance concerns, especially those with family links in school to avoid duplication of work.
- Work with the EWO to contribute to new strategies to improve attendance and punctuality for all children across the primary school.
- To propose appropriate referrals to the EWO and support in any subsequent interventions / actions.
- Process Leavers forms.

- Daily check of Primary Absences through the Class teacher email to see which pupils have been raised
- Identify individual pupils with persistent absence/at risk/severely absent and identify other unauthorised absence, liaising with the EWO to take action
- Every half term, work with the HALO & EWO to contribute to new strategies to improve attendance and punctuality for all children across the Primary Phase
- To be aware of and respect the confidential nature of issues
- Ensure to safeguard and promote the welfare of children and young people, and follow the Academy's policies and the staff code of conduct.

### **Other duties and responsibilities**

- Assist with telephone and in person queries from visitors/ Parents & Carers
- Assist with key events, such as parents evening as and when required.
- Provide cover when required on reception, medical rooms and in other admin roles to support the office as instructed by the Senior Leadership Team
- To adhere to all school policies including, but not limited to; equality and diversity, data protection, child protection and GDPR and report any concerns to an appropriate person.
- Ensuring own practice complies with the Code of Safeguarding and Professional Conduct for Staff
- To contribute to the overall ethos and aims of the school.
- Participate in training opportunities and professional development as required.
- Undertake similar duties corresponding with the level of the post as required by your line manager, or member of the Primary Leadership team.
- To adhere to school health and safety policy including risk assessment and safety systems.
- Whilst at work, to take reasonable care for own health & safety and others who may be affected by their work and to co-operate with the board of trustees and its management to enable them to maintain a safe and healthy workplace
- Any other reasonable ad hoc works, administration or services required