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| **Job Description – Prince William School** | |
| **Job title:** | Attendance Officer |
| **Responsible to:** | Deputy Headteacher (Student Behaviour and Welfare) |
| **Liaising with:** | Heads of Year, Senior Leadership Team and Extended Leadership Team, parents/carers, Trust central team, governors, external agencies, relevant support staff. |
| **Pay range:** | 15 - 20  FTE salary will be pro rata for 39 weeks |
| **Contract terms:** | 39 weeks per year  37 hours per week  Normal working hours 08:00 – 16:00 Mon - Thur, 08:00 – 15:30 Fri  (30 mins unpaid lunch per day)  Permanent |



All staff should be committed to the school and East Midlands Academy Trust’s purpose to provide a relentless focus on great leadership and management and outstanding teaching. East Midlands Academy Trust is committed to support the school leaders, teachers and support staff to be the best they can be.

**Role of the Attendance Officer**

* To provide a specialist service to assist the school in meeting their obligations and targets in relations to school attendance, investigating persistent absences and improving punctuality.
* To monitor students’ attendance daily, checking reasons for absence, and making contact with parents/carers of any students whose absence that day is not explained.
* To maintain a clear record of students who are absent because of Covid and report to the Headteacher if the number of cases is rising (whilst Covid monitoring is required).
* To record all student exclusions on SIMS and complete required paperwork, including letters to parents/carers.
* To follow school systems and procedures consistently through monitoring, reporting, and tracking data to ensure a clear overview of attendance data and to use this data to identify areas of concern.
* To promote positive attitudes towards education and to ensure that parents/carers are fully aware of their statutory responsibilities.
* To share appropriate information across the school/trust to help improve student attendance.
* To make unsupervised contact with families in their own homes and elsewhere to assess the reasons impacting on the attendance of individual pupils, facilitating their return or access to regular full time education provision.

**Support for Students and Parents/Carers**

* To be the first point of contact for parents in relation to attendance and truancy.
* To establish the reason for non-attendance, make assessments, and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
* To make unsupervised contact with families in response to allocated referrals i.e. home visits and /or meetings in school.
* To track attendance and punctuality for key groups of pupils (e.g. SEND/PP/Boys/ethnic minorities) and respond to any concerning trends discovered accordingly.
* To signpost individuals to appropriate outside agencies for support and next steps.
* To monitor progress of specific individuals and intervene in a timely fashion.

**Support for Teachers and School**

* To advise the academy on strategies to promote the regular and punctual attendance of all pupils and assist with the implementation of the strategies.
* To meet with school staff, pupils and parents to identify individual problems and possible solutions.
* To ensure all unexplained absences are accounted for and request an explanation for any unexplained absences.
* To initiate appropriate legal action with Education Inclusion Partnership Team (EIPT) to ensure the academy is carrying out its statutory responsibility in respect of students. This may include preparing statements, attending meetings, presenting evidence, requesting the issuing of penalty notice fines or other legal sanctions, and the completion of MASH referrals.
* To be fully aware of and carry out all work in line with Child Protection Procedures. This may involve attending case conferences, strategy and planning meetings, and core groups or other meetings in relation to child protection cases that require input.
* To liaise and work with other members of EIPT as well as other professionals in the police, Social Services, Housing, Health and any other statutory and voluntary organisations.
* To keep clear and concise records of all consultations and to write any other reports i.e. annual action plan and summaries, as required for the school.
* To use IT systems to produce reports, often to tight timescales, using word processing and record information including statistical data, providing reports to senior managers and other professionals.
* To be responsible for the student attendance data on SIMS, monitoring and identifying truancy and absence to identify trends and to intervene where appropriate.
* To establish and develop a professional service to support the school in raising attendance, investigating persistent absences, and improving punctuality.
* To support pastoral staff and senior managers in advising the school on all matters relating to attendance and where necessary take the lead role in developing work processes to improve school attendance.
* To work on initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance.

**General Requirements**

• Adaptable, imaginative, creative, and flexible approach to work.

• Self-motivated with the ability to identify own training needs and a willingness to attend relevant training.

• Prepared to attend meetings outside of office hours (taking time off in lieu).

• Able to promote and safeguard the welfare of children, young and vulnerable people with whom you come into contact.

• Compliant with individual responsibilities, in accordance with the role, for health and safety in the workplace.

• Able to ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy.

• Committed to safeguarding and promoting the welfare of children and young people in line with the Governing Body’s and Trust’s expectations of all staff and volunteers.

• Able to ensure compliance with data protection regulations at all times.

**Additional duties**

All support staff at Prince William complete some duties supervising students at lunch time.

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**N.B.** The post holder will carry out his/her responsibilities in accordance with the Trust’s equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

**Health and Safety**

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and students.

**Safeguarding**

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

**Equal Opportunities**

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

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| Approved by Headteacher: | Revision Date \_\_\_/\_\_\_/\_\_\_ |
| Approved by HRBP: |  |

**East Midlands Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**All appointments are subject to safer recruitment requirements.**

**This post is subject to an Enhanced DBS Disclosure**

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Education and Qualifications** | | |
| Good level of education to at least 5+ GCSEs at grade 4 – 9 (or equivalent) | **** |  |
| Education to at least A-level standard or equivalent. |  | **** |
| First Aid training |  | **** |
| **Experience** | | |
| Working in a similar environment | **** |  |
| Ability to use Microsoft office, including Word and Excel | **** |  |
| Working and communicating with external agencies |  | **** |
| Experience in the use of SIMS |  | **** |
| **Knowledge and understanding** | | |
| An understanding of the reasons some do not attend school regularly |  | **** |
| Knowledge of parents/carers statutory responsibilities with regard to their child’s attendance | **** |  |
| Safeguarding policies and procedures | **** |  |
| An understanding of the roles played by various adults in a student’s education |  | **** |
| **Skills and Attributes** | | |
| Work with guidance but with limited supervision | **** |  |
| Liaise and communicate effectively with others on the telephone, in writing, and face to face | **** |  |
| Demonstrate excellent organisational skills | **** |  |
| Monitor, record, and make assessments about individuals’ progress | **** |  |
| Able to deal confidently with any incidences of poor student behaviour | **** |  |
| **Personal Qualities** | | |
| Proactive approach and to be able to work well under pressure | **** |  |
| Excellent interpersonal communication and administrative skills | **** |  |
| Ability to work independently and as part of a team | **** |  |
| Punctual and reliable | **** |  |
| High level of honesty and integrity | **** |  |
| Strong commitment to raising standards | **** |  |
| Punctual and reliable | **** |  |
| **Further requirements** | | |
| Willingness to work flexible hours on occasion | **** |  |
| Willingness to maintain confidentiality on school matters | **** |  |
| Willingness to undertake training courses that are relevant to the duties of the post | **** |  |
| Willingness to be involved in internal and external meetings | **** |  |
| Supportive of the ethos of the trust and school | **** |  |