

JOB DESCRIPTION



Job Title	Attendance Officer & Pupil Support
Report to	Pastoral Manager
Main purpose of job:	
<ul style="list-style-type: none">• To provide an efficient and effective attendance service to the school, including analysis and tracking of attendance to identify issues and inform staff as appropriate.• To contribute to raising achievement by improving school attendance• To provide a specialist service to assist the school in meeting their obligations and targets in relation to school attendance, especially persistent absence.• To promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.• To establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality.	
Main Responsibilities and Duties:	
<ul style="list-style-type: none">• To monitor student attendance and advise the school on strategies to promote the regular and punctual attendance of all students and assist with the implementation of the strategies.• Meet with school staff, students and parents to identify individual problems and possible solutions.• To make unsupervised contact with families in response to allocated referrals i.e. home visits and /or meetings in school where necessary.• 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 initiate appropriate legal action with Education Safeguarding Service (ESS) to ensure the school is carrying out its statutory responsibility in respect of students. This will include preparing statements, attending and presenting evidence or request the issuing of penalty notice fines or other legal sanctions and the completion of Early Help Assessment (EHA) 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 as well as core groups or other meetings in relation to child protection cases that require input.• To liaise and work with other agencies as well as other professionals including Police, CAMHS, Children's Social Care, 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 recording information including statistical data, providing reports to senior managers and other professionals.• To manage and prioritise your own workload in line with service requirements.• To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, school staff, governors and others.	

<ul style="list-style-type: none"> • 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. • To implement action plans and initiatives which proactively make contact with and engage 'Hard to Reach' parents and carers in a variety of ways to improve the engagement of 'Hard to Reach' parents and attendance of these students. • Work with the Assistant Head responsible for Behaviour and Inclusion and undertake admin duties as required.
Facts and Figures:
Supporting Processes
Problem solving and creativity:
<ul style="list-style-type: none"> • The post holder would be the first point of contact for staff queries regarding attendance and pupil data. Pro-active solution of problems with Attendance system utilising SCC Helpline whenever appropriate. Frequent interruptions • The post holder will also be expected to pro-actively identify attendance issues and highlight these to the appropriate staff. These could be issues with individual pupils, wider trends, reforms to data analysis and/or reporting formats or changes to procedures.
Decision making:
<ul style="list-style-type: none"> • Determines priorities for calling parents/carers. • Prioritises attendance issues, identifies and initiates appropriate action(s).
Physical effort and working conditions:
<ul style="list-style-type: none"> • Working in Office environment with frequent use of IT equipment and telephones.
Contacts and relationships:
<ul style="list-style-type: none"> • Extensive contact with staff, pupils, parents/carers, Education Attendance Officer and the public both face to face and on the phone.
Additional information:
<ul style="list-style-type: none"> • Selwood Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. In line with Safer Recruitment all our posts require an enhanced criminal background check via the disclosure procedure and are subject to pre-employment checks. • Prepared to attend meetings outside of office hours – hours will be given as Time in Lieu and approved in advance of meetings outside of hours. Opportunities Policy • To ensure compliance of Data Protection at all times.

- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Senior Team to carry out appropriate duties within the context of the job, skills and grade.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder _____ Date _____

Line Manager _____ Date _____

Designated Senior Manager _____ Date _____

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Equalities Commitment: We welcome applications from underrepresented groups including Race, Disability, Religion or belief, Sexual orientation and Gender reassignment.