**Trinity School, Sevenoaks**

**Job description & Person Specification**

**Attendance Officer**

Job Title: Attendance Officer

Responsible to: Deputy Headteacher

Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students
* Be positive, dynamic and challenging in all aspects of work
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school
* Take responsibility for their own learning and development
* Develop the skills and talents of other members of the community
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work
* Play an active part in the life of the school and its community
* Develop social cohesion and positive links with the whole of our local community
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the headmaster.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**Main Purpose**

The Attendance Officer forms part of our Pastoral Team and reports to the Deputy Headteacher (Pastoral). The Attendance Officer has responsibility primarily for all matters regarding attendance and its recording, management, and monitoring.

**Main Responsibilities**

* To monitor truancy lesson by lesson and alert staff as required to locate missing students.
* To monitor the taking of registers lesson by lesson and alert staff as required to do register and also to communicate to the Deputy Headteacher (DHT) which staff not taking registers correctly.
* To carry out all administration and record keeping relating to student absence/attendance ensuring the electronic registration system is updated investigating any missing data with class teachers.
* To record student absences and late arrivals on SIMS, maintaining accurate attendance records.
* To act as the initial point of contact for parents/carers regarding attendance issues, providing routine advice as required and explaining attendance expectations to parents in accordance with school policies.
* To make initial enquiries with parents/carers regarding unexplained absences/lateness, including first day calling/texting.
* To provide the DHT with a weekly update on attendance for the whole school and each year group, which includes data of students in different attendance ranges- for example, <50%; 51-90%; 91-96%; 97%+, with tracked information and interventions taken.
* To work with our EWO team who support PA students and their families.
* To ensure you are always up to date with legal requirements relating to attendance.
* To ensure you are always up to date with strategies that can be employed to improve attendance.
* Working with the DHT, ensure our attendance policy is compliant and effective.
* To implement our prevention process model to put in early intervention with students at risk of becoming persistently absent.
* To amend and improve our prevention model processes where relevant.
* To work with our wider staff body, including SLT, teachers and support staff, with regard to all matters attendance related.
* To lead staff training on our prevention model, attendance systems and policies, and how staff are a part of the process of raising attendance levels.
* To ensure that our Assistant Attendance Officer is up to date with any information they need to undertake their role effectively, supporting them where required.
* To ensure that our Pastoral Leads are up to date with any information they need to undertake their role as is pertains to attendance, providing training to them in order that they can support our whole school approach to the improvement of attendance.
* To work with and organise meetings with outside agencies, ensuring detailed records are kept and feedback provided to the DHT.
* Twice per half term to provide the DHT with a detailed analysis of attendance for different groups of students e.g. PP, SEN.
* To work with individual students and their families regarding strategies to improve their attendance/punctuality, ensuring records are kept and feedback provided to the DHT.
* To monitor the attendance of all students, referring any concerns to the DHT.
* To support other members of the team at meetings with parents to discuss attendance concerns, ensuring accurate records are kept, and following up actions as agreed.
* To promote incentives for improving attendance within the school including attendance certificates and prizes.
* To liaise with other school staff regarding families and students as and when necessary after consultation with the DHT.
* To process and action student holiday requests in conjunction with the DHT.
* To issue routine correspondence to parents/carers regarding attendance/absence requests in accordance with school procedure.
* To undertake routine liaison and referrals with external agencies.
* The issuing of penalty notices.
* To collate attendance data, producing routine reports and preparing statistical returns regarding attendance for school procedures- for example: census, reports for SLT and governors.
* Report any student who leaves and is not in education to the appropriate body.
* To report any student on a reduced timetable to the KCC via Kelsi.
* To report CME, suspensions, and other relevant information to the KCC via Kelsi.
* At the end of each term to provide case studies to the DHT of students whose attendance has improved as a direct result of interventions/support given by the school.
* Comply with policies and procedures relating to child protection; health, safety and security; confidentiality and data protection, reporting all concerns to an appropriate person.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * GCSEs (or equivalent) with grade C/4 or above in English and maths |  |
| **Experience** | * Experience of working with people in challenging emotional, personal or practical situations * Previous office or administrative experience | * Previous office or administrative experience in a school environment * Experience of school attendance officer role |
| **Knowledge** | * Knowledge of safeguarding requirements for working with children * Working knowledge of SIMS * Working knowledge of Kent school admissions and attendance processes | * Current and up to date/higher level understanding/knowledge of SIMS |
| **Skills** | * Excellent IT skills; Excel and Word * Good standard of numeracy and literacy * Excellent written and verbal communication skills with the ability to communicate effectively with a wide range of people and personalities * Ability to balance priorities and to take responsibility for the completion of tasks * A good skill level of checking integrity of data * Willingness to take part in additional training when the acquisition of new skills is required | * Ability to use a range of school specific packages |
| **General/**  **Personal Qualities** | * Ability to deal with people at all levels * Smart, business-like, professional appearance * Capacity to remain calm and to cope under pressure * A team player; collaborative worker * Self-motivated * Able to use initiative * Proactive * Ability to contribute greatly to the wider life of the school * Driven with a desire to improve systems within your specialism * Resilient * Strives for excellence in every aspect of school life * Understanding the need to convey the professional image and ethos of the school * Organised, accurate and detail conscious * Maintain confidentiality and work with discretion at all times * Conscientious and reliable * Determination and perseverance * Enthusiasm * Patience |  |

Signed: ……………………………………………… Employee: ………………………………….