

**JOB DESCRIPTION** **– (Attendance Officer)**

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| Job title | **Attendance Officer** |
| Grade | **Grade B (Pro rata for Term time + 5 days working)** |
| Responsible to | **Lead Attendance Officer** |
| Responsible for | To support raising achievement by improving student attendance and punctuality. To promote positive attitudes towards attendance amongst all stakeholders.  |
| Effective from | **May 2022** |

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| **SUMMIT LEARNING TRUST Mission Statement**Strength through diversityAmbition through challengeExcellence through curiosity |

**Role Purpose:**

* Work with teachers and other staff to ensure accurate and timely reporting of attendance
* Contact students and parents to establish the reasons for non-attendance / poor punctuality
* Meet regularly with students where there are concerns relating to attendance and / or punctuality
* Follow and utilise the college’s behaviour policy to support and challenge students with low levels of attendance
* Keep accurate, clear and concise records of all interventions and communications and update information on the college’s MIS system
* Liaise with the academic coaching team and advise on all matters relating to attendance, agree plans with appropriate strategies and timescales to tackle the issues
* Liaise with college staff to ensure accurate recording of information relating to attendance and punctuality
* Liaise with Educational Welfare Officers contracted to work with the college
* Update and maintain college records and disseminate information, in a timely fashion
* Be fully aware of and carry out all work in line with Child Protection /Safeguarding Procedures
* Maintain a good working knowledge of the statutory framework and any policies and procedures relating to college attendance, child protection and special needs etc. in order to be able to offer informed advice to parents, college staff and others

**General Duties**

* 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
* Undertake health and safety duties commensurate with the post and/or as detailed in the school health and safety policy
* Work in accordance with all of the college’s policies and procedures.
* To take part in the college Professional development and performance review scheme

**Notes**

* This job description is not necessarily a comprehensive definition of the post.
* It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

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| Job description issued by the Principal: |  |
| Copy received by: |  |
| Date: |  |

**Person Specification – (Lead Attendance Officer)**

*The successful candidate will be suitably qualified with a breadth of relevant experience and capable of* *inspiring trust and confidence across a diverse range of students, staff and parents.*

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|  | **Essential** | **Desirable** |
| **Qualifications** | * A good standard of Education including GCSE English and Maths grade C/4 or equivalent
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| **Relevant Experience** | * Experience of working in an educational setting
* Experience of managing difficult conversations
 | * Experience of working in an attendance role
* Experience of working with 16-19 year old students
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| **Skills and aptitudes** | * Ability to work in a friendly and professional manner
* Ability to use own initiative
* Ability to balance the need to take the initiative with an awareness of the boundaries to individual competence and responsibilities
* Well-developed organisational and administrative skills
* Energetic, reliable and positive
* Flexibility and resilience
* Open and approachable manner
* Ability to reliably meet deadlines
* Willingness to undertake relevant training
 | * Ability to use college IT systems, including Arbor and CPOMs
* Understanding of statutory guidance relating to post-16 attendance
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| **Special Requirements** | * Enhanced DBS clearance
* Compliance with all College and Trust policies
* Safeguarding and promoting the welfare and success of all students and young people.
* The implementation of equal opportunities practice.
* Promoting the stated aims and policies.
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**Professional Services Staff**

The following Generic Job Description is applicable to all Professional Services Staff and is designed to meet the needs of the College community. It will be reviewed at least bi-annually.

**Raising Standards of Achievement**

* To work as a whole staff to raise standards of achievement for all our students.
* To adhere to the College’s policies and practice.
* To promote the College’s ethos in every aspect of the role presenting a positive image to the community.
* To act as a role model for our students, promoting our vision and values.
* To work flexibly to support the College’s needs; this may include the need to work beyond the confines of the normal working day, for which time off in lieu will be given in accordance with the College’s Time Off In Lieu Policy.
* To undertake any reasonable task as directed by the Principal.
* To be proactive in suggesting and supporting change for the benefit of the College community.
* To work outside the immediate role and team as necessary to ensure the smooth running of the College e.g. exam invigilation.

**Our Students**

* To be responsible for assisting with and monitoring the welfare, care and safety of students e.g. acting as a student mentor
* To take responsibility for reporting inappropriate student behaviour while on site to relevant staff and dealing with incidents if able, appropriate and necessary.
* To note, share and celebrate student achievement.
* To be aware of and work to achieving the College’s Strategic Priorities.

**Support, Training and Professional Development**

* To participate in Staff Briefings, Staff Meetings and whole College meetings as appropriate.
* To participate in whole College training and Staff Development Days as appropriate.
* To participate in the College’s Performance Management Programme.
* To make a full commitment to the delivery of the College’s policies for Health and Safety and Equality and Diversity.
* To actively promote Safeguarding, British Values, Prevent and the College’s Promoting Resilience: Preventing Vulnerability strategy.
* To participate in professional development and training, cascade acquired skills and knowledge to colleagues and train individuals as appropriate.
* Training, support and assistance will be given, if and when needed, to help deal with student control and behaviour, coaching and other duties such as exam invigilation, accompanying trips, etc.