

## Job Description

<b>Post:</b>	Attendance Officer
<b>Pay Scale:</b>	Grade 6 SCP 19-24
<b>Responsible to:</b>	Deputy Headteacher
<b>Main Location:</b>	School based

## Main Duties

- To manage the attendance, non-attendance and punctuality of all pupils so that it continues to improve
- To liaise with teachers, pupils and parents and maintain electronic records of attendance
- 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 make unsupervised contact with families in their own homes and elsewhere to assess the reasons impacting on the attendance of individual students, facilitating their return or access to regular full time education provision.

### Responsibilities

- To perform duties in accordance with all school policies
- Ensure the schools commitment to public service orientation and care of customers is provided
- Ensure regular and beneficial attendance by pupils at school by establishing effective communication between and within home, school and other agencies
- Promote the welfare of pupils
- Be able to render regular and efficient service to undertake the duties of the post
- Be committed to uphold the schools safeguarding expectations

### Principal Duties

- To manage and develop procedures and systems including rewards and sanction structures to support improved punctuality and attendance
- To undertake home visits if necessary
- To undertake education social work in the context of the school's Code of Good Practice and to liaise effectively with a range of other agencies
- To identify and work to achieve resolution of school attendance problems
- To undertake statutory requirements arising from the Education Acts and Children's Act 1989 and also the Council/School policies on pupil attendance
- To provide the relevant data to assist education welfare in taking families to court for attendance related issues
- To be the school's representative at those court proceedings if required
- To monitor pupil attendance at school by studying registers and other data

- To conduct daily first day response system for daily absences, to contact parents and visit homes, to enquire into pupil absences from school and liaise effectively with school to resolve problems
- To review and monitor effectiveness of systems/paperwork in place with regards to school attendance procedures
- To monitor staff in the completion of the legal requirements surrounding attendance and alert teaching staff to their responsibilities as necessary
- To advise parents on support and education benefits available
- To attend case conferences called by other agencies and to support multi-disciplinary core group meetings as appropriate
- To support the development of TAFs, as necessary, for pupils causing concern
- To monitor school transfers to ensure they have taken place
- To organise and lead school attendance panels
- To assist in the preparation of reports for legal proceedings
- It is considered that because of the nature of this post it is desirable to have a car available. You will be entitled to claim essential car allowance provided your vehicle is suitable for the performance of your duties.

### **Secondary Duties**

- To support the administrative work of the school office where required
- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Appreciate and support the role of other professionals
- Contribute to the school ethos, aims and the development/improvement plans
- Attend and participate in relevant meetings
- Participate in training and other learning activities and performance development as required to fulfil duties of this post effectively
- To recognise own strengths and areas of expertise and use these to support and advise others
- The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time in consultation with the postholder and if he/she wishes, with his/her Trade Union Representative
- Committed, passionate, dynamic, and supportive.
- Innovative and high performing.
- Ability to relate well to children and adults.

### **Professional standards and development**

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Reflect on own professional practice.

- Take responsibility for and participating in continuing professional development.

### **Continuing professional development and formation**

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process - evaluating and improving your own practice.

### **General Responsibilities**

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

*These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.*

*The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.*

*It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.*

*The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.*

<b>Person Specification</b>		
<b>Key E</b> Essential, <b>R</b> References, <b>I</b> Interview, <b>C</b> Certificate, <b>D</b> Desirable, <b>A</b> Application		
	<b>Essential / desirable</b>	<b>Evidence</b>
<b>Qualifications</b>		
GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent	E	A/I
<b>Knowledge &amp; Experience</b>		
At least 2 years' experience of work within a school attendance related service	D	A/I
Experience of general clerical/administrative/financial work	E	A/I
Up to date knowledge of attendance and regulations/relevant policies/codes of practice and awareness of legislation	D	A/I
Understanding of factors affecting pupil attendance and knowledge of a range of measures to tackle attendance issues	D	A/I
Demonstrate an understanding of issues linked to confidentiality	E	I
Understanding of other basic technology- photocopier, scanner etc	E	A
Experience of using ICT packages i.e.: Microsoft Word, Access, Excel, Publisher	D	A/I
<b>Technical Skills &amp; Ability</b>		
Using IT systems to compile reports, record information and analyse statistical data for monitoring individuals and groups	E	A/I
Ability to work effectively within a team environment, understanding classroom roles and responsibilities	E	A/I
Ability to communicate effectively both orally and in writing with school staff, Education Welfare Officer and other professionals i.e.: telephone, face to face and email	E	A/I
Ability to build and maintain effective working relationships with all pupils, parents, outside agencies and colleagues	E	A/I/R
Ability to negotiate and persuade as well as good interpersonal and communication skills.	D	A/I/R
Demonstrate an ability to cope with stressful/conflict	D	A/I/R

situations.		
Ability to work with professionals from other agencies and in a multi- agency context.	E	A/I
Ability to analyse data and other information and to produce reports for Governors/Senior Leaders and Headteacher with recommendations for action required.	D	A/I
Ability to prioritise own workload, ensure deadlines are met and attendance legislation is followed.	E	A/I/R
Ability to work on own initiative in dealing with attendance issues, communicating information to Senior Leaders where required.	E	A/I
Ability to promote a positive ethos and role model positive attributes	E	A/I
Ability to continually develop and extend own working practices.	E	A/I
<b>Special Working Conditions</b>		
Ability to attend occasional meetings out of school hours. Willingness to carry out home visits if necessary	D	A/I
<b>Personal characteristics</b>		
A willingness to participate in relevant training and development opportunities	E	A/I
Excellent written and verbal communication skills	E	A/I
Demonstrable administrative and organisational skills	E	A/I/R
Good people skills, including a welcoming and engaging manner	E	A/I/R