



## St George's Academy

“Aiming high to achieve excellence for all”

### ATTENDANCE OFFICER

#### Job Description

<b>Salary:</b>	NJC Scale 3/4, pts 5-11
<b>Hours:</b>	37 hours per week
<b>Contract type:</b>	39 working weeks per year
<b>Responsible to:</b>	Senior Vice-Principal

#### PURPOSE OF JOB

To work alongside key school staff in school to promote excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance.

The role will play a key part in:

- Promoting and supporting high levels of attendance
- Supporting students in achieving their full academic potential
- Promoting a positive attendance and punctuality culture
- Forming strong relationships with parents/carers
- Tackling low attendance

#### MAIN RESPONSIBILITIES, TASKS AND DUTIES

All responsibilities, tasks and duties to be carried out in line with Academy guidelines and policies.

##### Principal Accountabilities:

- To identify and work with individuals and groups of students, using regular attendance checks.
- To work closely with parents/carers and students to improve levels of attendance.
- To collate information with regard to attendance of students who may be experiencing attendance difficulties in order to inform school and parents/carers.
- To manage and co-ordinate attendance procedures.

##### Duties:

- To work with groups of students to improve levels of attendance.
- To work with parents/carers and other agencies in improving their child's attendance record and co-ordinating parental support and training where appropriate.
- To undertake home and school visits as designated by the school.
- To interpret information relating to attendance patterns and identify key areas of concern.
- To assist with the identification of students who will receive support in improving their attendance record.
- To assist in checking records prior to the Census to ensure school attendance is accurate and up to date.
- To monitor the attendance of vulnerable groups of students and liaise with staff/SEND department.
- To produce termly reports and copy to the relevant Student Progress Manager.
- To liaise with the safeguarding team regarding child protection.
- To follow the Attendance policy and send out letters as required.
- To provide updates for staff on student attendance.
- To collect, maintain and update attendance data.
- To put into place strategies and procedures to tackle poor attendance.

- To work alongside relevant staff, contact teachers, senior management, learning support assistants to improve attendance.
- To keep up to date with MIS training / County Attendance.
- To meet with students where attendance is identified as a concern.
- To hold regular meetings with families when attendance concerns arise.

## GENERAL

- To be responsible for personal continued professional development and take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- To adhere to Health and Safety Regulations
- To keep confidential any issues related to St George's Academy which are deemed confidential
- To participate in appropriate meetings
- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- To make a positive contribution to the wider life and ethos of the school
- To uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- To have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- To support equal opportunities and promote anti-discriminatory practice

It is important to recognise that any job description outlines only the minimum expectations of the post-holder and should not constrain any colleague wishing to take on additional responsibilities and activities that could positively affect their own, their team's or the school's development and improvement. All members of staff must be prepared to work flexibly, undertaking aspects of colleagues' work of a similar or lower level of complexity, in order to ensure:

- Cover of the school's needs throughout the day
- Appropriate cover for colleagues when absent for any reason

All Academy staff have a responsibility to safeguard and promote the welfare of children and young people within the Academy. This includes helping to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy

All Academy Staff are expected to make themselves familiar of the Academy Policies and Procedures and to adhere to these. These can all be found on the Academy X Drive.

This job description may be amended from time to time in discussion with the post holder.

### Job Description Agreement

<b>Employee Name:</b>	
<b>Job Title:</b>	
<b>I declare that I have read and understood the Job Description and Person Specification for the role and have sought clarification of any points where required.</b>	
<b>Signature:</b>	
<b>Date:</b>	

**PERSON SPECIFICATION**

**ATTENDANCE OFFICER**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b>
<b>1. EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience of working in an educational and/or social care setting with young people</li></ul>	<ul style="list-style-type: none"><li>• Experience of working within statutory/voluntary agencies dealing with children and families</li></ul>	Application form
<b>2. KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Demonstrate awareness of legislation relating to school attendance</li><li>• Demonstrate awareness of legislation relating to the welfare and protection of children</li><li>• Demonstrate an awareness of risk</li><li>• Understand the importance of safeguarding within a school environment</li><li>• Good level of ICT skills including knowledge of Microsoft Excel, Word, Power Point, mail merge and other ICT packages.</li><li>• Knowledge of data protection and confidentiality procedures</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of the education system</li></ul>	Interview and Application form
<b>3. SKILLS AND APTITUDES</b>	<ul style="list-style-type: none"><li>• Good organisational and good time keeping skills</li><li>• Ability to use own initiative and work within departmental protocols/procedures</li><li>• Good inter-personal skills including mediation and conflict resolution</li><li>• Excellent communication skills and effective communication with children, carers and other professionals</li></ul>	<ul style="list-style-type: none"><li>• Ability to speak confidently and professionally in a range of situations including leading meetings with key professionals</li><li>• Ability to work to tight deadlines under pressure</li><li>• Ability to prepare and write reports and produce factual and statistical information as required</li><li>• ICT literacy</li></ul>	Interview Interview Interview Interview Interview

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASCERTAINED BY</b>
	<ul style="list-style-type: none"> <li>• Ability to display understanding of social/welfare issues as they affect children, families and schools</li> <li>• Ability to maintain a professional manner in challenging situations</li> <li>• Flexible approach to supporting children and families</li> <li>• Confidence to challenge difficult behaviour</li> <li>• Confidence to challenge other professionals</li> </ul>		Interview
<b>4. QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>• Good level of literacy and numeracy</li> <li>• Evidence of continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to GCSE (grade 4 or above, A* to C) level or equivalent including Maths and English</li> <li>• NVQ level 3 or equivalent</li> </ul>	Application form Application form
<b>5. ATTITUDE AND MOTIVATION</b>	<ul style="list-style-type: none"> <li>• Calm and patient when dealing with others</li> <li>• Demonstrates accountability and ownership for own work duties and activities</li> <li>• An ability to work within a team environment and be supportive of the overall team effort</li> <li>• Demonstrates a 'can do' approach, self-motivation, ability to prioritise work and the ability to work autonomously</li> <li>• Resourceful, patient and resilient</li> <li>• Visiting families in their homes is a regular requirement</li> <li>• Ability to travel to work and to different locations</li> <li>• Flexibility in work pattern may be required occasionally</li> <li>• Commitment to equal opportunities in service delivery and employment</li> </ul>	<ul style="list-style-type: none"> <li>• Enjoys working within education</li> <li>• A friendly manner and good sense of humour</li> <li>• Smart appearance</li> <li>• Cares about students reaching their full potential</li> <li>• A positive attitude to personal development and training</li> </ul>	Interview Interview Interview Application form Interview