

Job Description

POST HOLDER	Attendance Officer
ACCOUNTABLE TO	The Attendance Officer will report directly to the Assistant Headteacher and will work under the direction of the Headteacher and other members of the School Senior Leadership Team on specific aspects of the role.
SALARY/SCALE	<ul style="list-style-type: none"> NJC grade SO1, scale points 23 – 25 Salary £30,151 - £32,020 per annum Actual salary £25,299 - £26,867
DETAILS OF THE POST	<ul style="list-style-type: none"> 37 hours per week, term time only. Monday to Friday, with 30-minute lunch break each day. Main place of work St Mary's Menston.
JOB PURPOSE	<p>The Attendance Officer is responsible for:</p> <ul style="list-style-type: none"> Implementing and managing the school's attendance strategy and improving student attendance and punctuality. working alongside key school staff and with students and their families to promote outstanding attendance and reduce levels of absence including persistent absenteeism. Providing specific support in relation to attendance for all year groups. Ensuring all aspects of the school's Attendance Policy are administered in a way that meets the aims and objectives of the school.
MAIN DUTIES / KEY TASKS	<ul style="list-style-type: none"> To have a strategic overview of the attendance strategy and ensure that all parties are working collaboratively, effectively and consistently to improve whole school attendance across all year groups (7-13). To coordinate and manage systems of tracking, monitoring and analysing attendance data to ensure that good attendance is achieved and sustained. Provide a pupil service throughout the school day to ensure the welfare and progress of all students - e.g. pastoral, medical, SEND/DA needs. Be the first point of contact for all attendance issues in school. Liaise with Pastoral Inclusion Team regarding student attendance. Liaison with staff to ensure consistent and accurate completion of registers. To advise the Senior Leadership Team and Governors on the appropriate course of action with regard to student attendance, attendance strategies and legal procedures. Coordinate regular production of reports for internal and external submission about behaviour, attendance and rewards. First day absence calls/texts/letters to parents to establish student's absence. Letters/calls/meetings pertaining to persistent absence and/or punctuality issues as required.

	<ul style="list-style-type: none"> • Contact/visits with parents to obtain authorisation for and monitor student absence. • To undertake home visits for individual students and be present at events as required to support student attendance where necessary. • Deal with enquiries from all members of staff regarding attendance, punctuality and absence of students. • Support the celebration of improved attendance i.e. at assemblies, Presentation Evenings • Make referrals to external agencies as appropriate. • To attend multi agency meetings where appropriate. • Print attendance registration certificates as required. • To attend weekly Focal Group meetings. • Keep appropriate records for all pupils and file/archive as appropriate in line with guidance. • Assist the Pupil Support Assistant with the medical needs of students. • Liaise with the Pupil Support Assistant, Assistant Headteacher and the Director of Key Stage to ensure pastoral returns are completed and sent to the local authority as required i.e. exclusions, racial incidents. • General administrative duties to support the Pupil Support Assistant and the Pastoral Inclusion Team as required i.e. exclusions and detention letters. • Carry out student supervisory duties during the lunchtime period in accordance with the school rota. • If agreed and appropriate, to undertake First Aid at Work training and act as a First Aider • Assist with/attend school trips, visits and out of school activities as required to supervise pupils. • To undertake invigilation duties as required. <p>There may be a need to occasionally work outside of school hours and off school premises, as required by the school.</p> <p>The above is not exhaustive and the post holder is expected to carry out other additional tasks as reasonably expected and required.</p>
<p>OTHER RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • Carry out any other duties as may be reasonably required or directed by the Assistant Headteacher, Headteacher and members of the Senior Leadership Team. • Ensure that your conduct within and outside of St Mary's does not conflict with the school's Catholic ethos and organisational expectations. • Observe standards of appearance appropriate to this professional environment. • Co-operate with all staff in maintaining harmonious inter-personal relationships, internally and externally. St Mary's expects all staff to treat others with respect and courtesy. • Maintain confidentiality in all matters

	<ul style="list-style-type: none"> • To contribute to the overall ethos, work and aims of the school. • Comply with the school's approved policies and procedures • To attend relevant meetings as required. • To participate in training and other CPD opportunities and Performance Management as required. • <i>To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required.</i>
<p>VARIATION IN ROLE</p> <p>Given the dynamic nature of the role and structure of St Mary's, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.</p>	
<p>Signed:</p>	<p>Date:</p>
<p>Name:</p>	