**Job Description: Attendance Officer**

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| **Post Details** |  |
| **School/setting:** | The Grange School |
|  **Post type:** | Support Staff |
| **Grade/Pay Level:**  | Grade 7 |
| **Responsible to:** | Assistant Headteacher |

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| **Main Purpose** |
| To work alongside key school staff and other agencies to reduce levels of absence and promote whole school attendance strategies.To work with students and their families to ensure high levels of attendance in all year groups.To provide administrative support related to attendance to senior and middle leaders.  |

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| **Duties and Responsibilities** |
| * To maintain up to date records for attendance, ensuring that all students’ absence is accurately recorded.
* Work as part of a team to raise expectations and attendance standards.
* To provide Heads of Year/Key Stage and senior leaders with accurate records of attendance for individual students and key cohorts of students.
* To ensure all actions related to low attendance are completed and recorded.
* To provide daily contact to identified students and parents.
* To prepare for and attend a fortnightly attendance meeting with Heads of Year/Key Stage related to cohort level attendance.
* To be Level 3 Safeguarding trained.
* To take responsibility for actions related to the attendance of students under 90%.
* To be responsible for all actions related to referrals to the Local Authority for poor attendance including, but not limited to, the Fast-Track process and actions relating to FPN (fixed penalty notices) and prosecution.
* To be the lead professional in parents and multi-professional meetings relating to a students’ attendance.
* To be responsible for tracking and recording students who are Missing Out on education (PMOE) and using the online School Access Module (SAM).
* To report any Child Missing Education (CME) and be the point of contact with the Local Authority to ensure all actions related to CME are completed and recorded.
* When necessary, to complete home visits, to support strategies for school reintegration.
* To run parenting courses and evenings focused on improving attendance.
* To work closely with external agencies to implement strategies designed to improve attendance.
* To support students who are accessing alternative provision, including visiting their place of education.
* To collect students and bring them into school when necessary.
* Be available to assist with students who are truanting from lessons.
* To build positive relationships with students to support their learning and to work with targeted students out of lessons in order to maximise their attendance.
* Liaise between key staff including the Heads of Year, Designated Safeguarding Leads (DSLs), Student Services Team, Curriculum Leaders and the learning support team, attending meetings where necessary to exchange information about students.
* To provide half-termly attendance reports and other reports to senior leaders.
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| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies.
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| **Other Duties** |
| All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time. |

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| **Twynham Learning Attributes for all Staff** |
| * Ambition for excellence
* Professionalism
* Humility
* Championing change
 | * Inclusiveness
* Positivity
* Community-mindedness
* Being collaborative
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| **Qualifications, Knowledge, Skills and Attributes Required** |
| **Essential:*** 5 GCSEs Grade C or above, including Maths and English (or equivalent qualifications/grades)
* Experience of working with young people aged 11-16
* Able to work independently and autonomously as well as within a team
* Anticipate problems, develop creative solutions
* Set and achieve ambitious, challenging goals and targets for self
* Has the ability to communicate effectively with a wide range of different people and organisations
* Strong level of ICT skills
* Prioritise, plan and organise self
* Is highly organised with meticulous attention to detail
* Prepared to undertake professional training as necessary to carry out tasks effectively
* Can maintain issues of confidentiality in the working environment
* An interest in educational issues
* Enjoys the company of young people and others
* Positive attitude
* Relentless optimism
* Initiative and self-motivator
* Calm disposition
* Willing to accept the demands and challenges of the post and respond in a flexible manner
* Excellent time-management and multi-tasking skills
* Ability to work under pressure and to tight deadlines
* Is committed, resilient, robust, resourceful, keen and enthusiastic
* Can demonstrate fairness, honesty and integrity in existing practice and conduct as a professional
* Can show positive commitment to organisational principles

**Desirable:*** Level 3 or higher qualifications
* Evidence of recent and relevant training
* Experience and a good understanding of the working environment of a state secondary school
* Understanding of principles of child development and learning processes and in particular, barriers to learning
* Developing knowledge of Local Authority, Outside Agencies, local and national organisations which can provide services and activities to support pupils and broaden and enrich their learning
* Knowledge of evidence-based strategies for supporting young people in relation to behaviour and emotional wellbeing
* Use of school-based MIS such as Arbor
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| **Notes** |
| * This job description may be amended at any time in consultation with the postholder.
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| **Glossary** |
| * Explanations of any abbreviations or jargon contained in this job description can be found in our [Twynham Learning Glossary](https://www.twynhamlearning.com/1038/twynham-learning-glossary?search=glossary).
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