

**JOB DESCRIPTION**

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| **JOB TITLE:** | **Attendance Officer** |
| **ACADEMY:** The post holder will be deployed daily to the North West Hub (Oldham), but when required the post holder would be expected to support across the portfolio of all academies within the North West Hub, i.e. travel to Tameside/Rochdale would be expected but this would not be regular. | |
| **GRADE:** Grade 5 SCP 18 -22  22 hours per week, 39 Weeks per year (Term Time plus 5 days) | |
| **RESPONSIBLE TO:** Trust Executive Lead for Safeguarding  Trust Leader - Safeguarding | |

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| **JOB PURPOSE**   * Increase the involvement in academy life of the parents and families of our most vulnerable pupils * Co-ordinate and deliver activities to improve pupil attendance * Ensure implementation of policies, systems and strategies to ensure pupils attend school regularly * Maintain accurate attendance information on behalf of the North-West Hub (Oldham) academies * Ensure a swift response to the handover of Safeguarding, Attendance and Welfare documentation * Analyse data and identify pupils at risk of persistent absence, working closely with leaders and supporting pupils and families to be in the academy * Liaise with a range of agencies and the Local Authority to support pupil attendance, adopting a multi-agency approach where appropriate * Promote and apply intervention strategies to ensure high levels of attendance and punctuality of pupils across the North-West Hub (Oldham) academies * Work closely with pupil, family and colleagues to address the needs of pupils who require assistance in overcoming barriers to learning to achieve their full potential * Work with families to encourage positive home / school links * Work with families within the academies to offer practical help and emotional support to families experiencing short or long-term difficulties |

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| **KEY TASKS** |
| **To work under the direction of the Trust Leader for Safeguarding to:** |
| 1. Monitor accurate pupil attendance and punctuality records daily |
| 1. Follow up on pupil absences and punctuality daily with guidance from relevant colleagues, making appropriate referrals |
| 1. Ensure all unexplained absences are accounted for, seek the reason for absence via telephone, email or a home visit |
| 1. Check the accuracy and correct coding on registers |
| 1. Follow the academy attendance policy and send out letters as required |
| 1. Identify individuals and/or groups of pupils that require additional support to improve their levels of attendance and punctuality |
| 1. Identify and implement intervention strategies to address poor attendance and celebrate excellent attendance |
| 1. Make home visits to pupils and parents/carers as appropriate |
| 1. Initiate and follow through appropriate sanctions in liaison with the relevant colleagues and other professionals including fines and court action |
| 1. Attend follow-up meetings and other relevant meetings with parents/carers and/or other professionals to provide relevant information, offer support and seek ways in which the school can help in improving individual attendance and punctuality |
| 1. Liaise with others, including parents/carers and with outside agencies, including, the Local Authority, Children’s Social Care, other schools and/or organisations in relation to information on pupil attendance and punctuality |
| 1. Liaise with parents and staff regarding pupil’s attendance and punctuality concerns |
| 1. Be a point of contact for both telephone and face to face enquiries from parents and outside agencies |
| 1. Establish and maintain good relationships with all pupils, parents/carers, colleagues and other professionals |
| 1. Provide an approachable and confidential point of contact for families |
| 1. Provide accurate and timely attendance and punctuality reports to relevant colleagues and other professionals |
| 1. Support the transition points and new arrivals of pupils within the academy |
| 1. Support and check on pupils who are out of school for any reason, for example, suspension or attending alternative provision. |
| 1. Report any welfare and/or child protection concerns as per school policies and procedures |
| 1. Complete accurate statistical returns regarding pupil attendance and punctuality as required by the school, local authority and DfE. |
| 1. Be responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised |
| 1. Promote and safeguard the welfare of children and young people in accordance with the school’s safeguarding and child protection policy |
| 1. Undertake professional development activities to enhance personal development and job performance, through the provision of training and mentoring |
| 1. Attend relevant school meetings, as well as any other meetings associated with this role |
| **Additional duties** |
| 1. Undertake other duties as reasonably fall within the scope and grade of the post. |
| 1. Ensure policy and procedures relating to Health & Safety are always adhered to |
| 1. Maintain confidentiality and always observe the General Data Protection Regulations (GDPR) |

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| **STANDARD DUTIES** | |
| 1. | To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all. |
| 2. | To uphold and promote the values and the ethos of the Harmony Trust. |
| 3. | To implement and uphold the policies, procedures and codes of practice of the Harmony Trust including relating to human resources, customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection. |
| 4. | To take a pro-active approach to health and safety, working with others in the Harmony Trust to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises. |
| 5. | To participate and engage with workplace learning and development opportunities, subject to the school’s training plan, working to continually improve own performance and that of the team. |
| 6. | To attend and participate in relevant meetings as appropriate. |
| 7. | To undertake any other additional duties commensurate with the grade of the post. |

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| **SPECIAL CONDITIONS**  Enhanced DBS Disclosure with barred list check is required  A full driving licence and access to a car with business insurance during working hours |

**PERSON SPECIFICATION**

**Job Title:** Attendance Officer

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| **Education/ Qualifications** | **Essential/Desirable** |
| Grace A – C in maths and English (or equivalent experience and skills) | E |
| A professional qualification relevant to the post such as teaching, social work, youth work or other relevant qualification | D |
| Good level of IT Competence | E |
| Ability to undertake the travel requirement of this role | E |
| Safeguarding Training | E |
| **Experience & Knowledge** | |
| Experience of working with children and within a school setting | E |
| Up to date knowledge of attendance regulations | E |
| An understanding of the issues that may affect a pupil’s ability to attend school | E |
| Awareness of legislation relating to the welfare and protection of young people | E |
| Using IT systems to compile reports as well as analysing statistical data for monitoring purposes | E |
| Working with professionals and other agencies in a multi-agency context | E |
| **Skills and Abilities** | |
| An understanding of and commitment to the importance of education for young people and families. | E |
| Effective planning and organisational skills. | E |
| Ability to work flexibly and creatively in engaging pupils and families. | E |
| An ability to demand high standards. | E |
| Work independently and a team player. | E |
| An ability to develop and sustain good working relations with pupils, staff and families. | E |
| The ability to meet deadlines. | E |
| Written and spoken communication skills to exchange varied information with a range of audiences | E |
| **Work Circumstances** | |
| Requirement to work flexibly to meet the demands of the post including some evening and weekend work. | E |
| Committed to continuing personal professional development | E |
| Able to maintain issues of confidentiality within the working environment | E |
| Willing to travel to locations and sites within the Trust’s portfolio of academies. Have full driving licence, own car and business insurance | E |
| Willing to consent to apply for an enhanced DBS with barred list check. | E |

**N.B. – Any candidate with a disability who meets the**

**essential criteria will be guaranteed an interview**