



JOB DESCRIPTION

Job Title:	Attendance Officer
Accountable to:	Head of School
Responsible to:	SLT Line Manager
Salary:	Salary - £26,862 to £31,166 per annum (FTE) Grade UST S7
Employment Status:	Permanent, Required as soon as possible 36 hours per week Term time + Inset days (39 weeks)

Job Purpose

- To work alongside key school staff to promote excellent attendance by creating a positive attendance and punctuality culture, reduce levels of absence and work with students, staff and families to promote high levels of attendance, supporting students to achieve their full potential.

Main Duties and Responsibilities

1. Be responsible for the submission of forms, returns, including those to outside agencies, letters to stakeholders and copy to relevant personnel (e.g. referrals to the Local Authority)
2. Articulate the high expectations for attendance and punctuality to all members of the school community
3. Create a challenge culture by managing and promoting the schools attendance system
4. Prepare data for, invite relevant parties and participate in Attendance Case Conferences
5. Collate data and attend meetings regarding students educated off site with the SLT lead person
6. Check and remind staff to complete registers and to inform the SLT lead person of missing data accordingly
7. Assist and check records prior to the Census to ensure school attendance is accurate and up to date (e.g. no outstanding missing marks or unexplained absences)
8. Monitor the accuracy and consistency of the recording of student attendance and absence on a daily basis, analysing and interpreting information relating to attendance patterns for individual, classes, subjects, school and groups of students; report accordingly
9. Record and monitor the attendance of vulnerable groups of students
10. Monitor and report on progress against attendance targets
11. Collate information and prepare data in a range of formats for analysis, monitoring and presentations for staff, SLT and outside agencies on a timely basis (e.g. school termly report, Ofsted, SLT, Governors, CLS, alternative education)
12. Assist in the investigation of possible truancy when required
13. Work with parents/carers and other agencies in improving their child's attendance record

Other Duties

1. Be aware of and comply with all UST / school policies and procedures especially those relating to safeguarding, health and safety, confidentiality and GDPR / data protection.
2. To participate in performance management.
3. To take responsibility for own continuing professional development.
4. Support and maintain collaborative, productive working relationships with all staff and professionals from outside agencies to support students learning and well-being
5. To attend training and development sessions, as appropriate
6. Undergo Basic First Aid training and update courses, as required

The job description should be seen as enabling rather than restrictive and will be subject to regular review as part of performance management.