

## Attendance Officer

<b>Job Title</b>	<b>Attendance Officer</b>
<b>Reporting To</b>	Assistant Headteacher (Pastoral)
<b>Salary</b>	Bucks Pay Range 3 (Actual salary range £20,620 - £22,304) <i>NB: subject to change following April 2024 pay award</i>
<b>Tenure</b>	Permanent
<b>Core Hours</b>	Monday – Thursday: 08:00 – 16:00 Friday 08:00 - 15:30 (including 30 minutes unpaid lunch daily).
<b>Paid Working Hours Per week</b>	37
<b>Working Weeks per annum</b>	39
<b>Holiday Entitlement per annum</b>	5.1
<b>Paid weeks Per annum</b>	44.1
<b>FTE</b>	0.848
<b>Notice Period</b>	2 months

### Purpose of Role

- Coordinating the Academy's response to the implementation of its Attendance Policy.
- Ensure that the attendance procedures are carried out in line with County regulations and current legislation.

### Duties specific to the postholder

- To work with the Pastoral and Intervention Teams in promoting and sustaining high levels of student attendance and punctuality.
- To establish and maintain good relationships with all students, families, colleagues and other professionals.
- To maintain accurate student attendance and punctuality records using SIMS on a daily basis and to provide regular attendance and punctuality reports to Middle and Senior Leaders.
- Provide daily student registers for appropriate activities e.g. fire registers and school assemblies.
- Follow up student absences and lateness by telephone or other appropriate means, on a daily basis with guidance from relevant colleagues, making appropriate referrals to external agencies.
- To monitor attendance and punctuality and ensure there are follow on sanctions by registering late students, carry out late detentions and liaising with Performance Directors (Heads of Year).
- To set break detentions for all lates and supervise these detentions.
- To lead on attendance intervention groups with key students working with the School Base Teams.
- To monitor lesson attendance, acting upon any missing marks/students and notifying Pastoral Team of concerns.
- To carry out regular (lesson by lesson) register checks to ensure lesson registers are taken promptly and take appropriate action when they are not.
- To generate correspondence home for all late to school and other unauthorised absences, highlighting areas of concern through stringent record keeping.

- Identifying individuals, key groups of students and families that require additional support and working with those key groups to help improve attendance and punctuality.
- Initiate and follow through appropriate sanctions in liaison with relevant colleagues and other professionals including preparation for court action where necessary.
- In liaison with relevant colleagues/school leadership, attend follow up meetings and other relevant meetings with families and/or other professionals to provide relevant information.
- To undertake home visits for students/families where necessary with Student Services /Intervention / Safeguarding colleagues as appropriate.
- To set up and chair Family Attendance Contract meetings for students who have attendance concerns and who are below the school attendance threshold.
- To take part in Attendance Panel meetings as required.
- To generate and disseminate all relevant attendance paperwork and update our records as necessary.
- To support in the making of referrals to Family Support Services and other external agencies to remove barriers for learning and provide support.
- To set up Team Around the Family and other professionals meetings to look at the support plan for families.
- Participate in the school's performance development system.

## Personal and Professional Standards

### Professional Development:

- Take responsibility for your professional development
- Grow your own network of other Attendance Officers to share and develop best practice
- Take part as appropriate in the Academy's professional development programme
- Participate in the Academy's performance appraisal system
- Evaluate your personal performance through self-evaluation and learn from the effective practice of others and from evidence

### Professional Values and Practice

- Support the Academies vision and ethos in providing the best opportunities for all young people
- Be a role model through personal and professional conduct, including demonstrating the academy values when interacting with others and ensuring professional dress and appearance, punctuality and attendance
- Work as a member of designated teams and contribute positively to effective working relations within the academy
- Be proficient in the application of literacy, numeracy and ICT
- Safeguard the health and safety of all students both in the academy premises and when engaging in authorised school activities
- Contribute effectively to the running of the Academy
- To provide courteous, prompt and polite service to all members of the school's community including families, students, all staff and visitors
- To contribute actively to the Academy's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- To be aware of and comply with all relevant policies and procedures within the Academy, particularly those relating to child protection, equality, health and safety, bullying, behaviour and confidentiality. It is the duty of all colleagues to report breaches of Academy policies or procedures to the Headteacher
- To promote the school's policy on behaviour for learning, and a commitment to providing a caring and

stimulating environment for improving standards for all students within the school.

- Any other reasonable duties as requested by the Headteacher or member of SLT.

### General Requirements

This job description is designed to complement your terms and conditions of employment as set out in your Contract of Employment.

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it should be so construed. It is not a comprehensive definition of the post. It will be reviewed at least annually and may be subject to modification or amendment at any time after consultation with the holder of the post.

To undertake such other duties as reasonably correspond to the general character of the post. The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher.

The Misbourne is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

The post holder is deemed to be in a position of trust and maintenance of satisfactory DBS and DFE clearance is essential.

<u>Headteacher:</u>	<u>Post Holder</u>
Signature:	Signature:
Name:	Name:
Date:	Date:

## Person Specification – Attendance Officer

### Evidence Key

A = Application

I = Interview

T – Task

R = Reference

Criteria	Essential / Desirable	Evidence d by A, I, T, R
<b>Qualifications</b>		
Able to demonstrate a good level of general education to GCSE standard in Mathematics and English or equivalent	E	A, T, R
Advanced IT skills in MS Office and Google Suite	D	A, T, R
<b>Experience</b>		
Previous experience of working as an Attendance Officer	D	A, I, R
Previous experience of working with children and families	D	A, I, R
Experience working in a team	D	A, I, T, R

Knowledge of the school data management system (SIMS)	D	A, I, T, R
Understanding of relevant policies/codes of practice	D	A, I, T, R
Safeguarding (training will be provided)	D	A, I, T, R
Confidentiality - ability to handle confidential information sensitively and with discretion	E	A, I, R
Experience of using IT systems eg word processing and excel	E	A, I, T, R
<b>Knowledge and Understanding</b>		
Appropriate level of data protection, security awareness and confidentiality awareness	E	A, I, R
<b>Skills</b>		
Strong interpersonal, written and oral communication skills	E	I, T, R
Good IT skills	E	I, R
Liaise and communicate effectively with others	E	I, T, R
Ability to build excellent, professional relationships with students, staff and families	E	A, I, R
Ability to act and work on own initiative	E	A, I, R
Ability to develop and maintain effective administration and support systems	E	A, I, R
Ability to complete tasks and projects on time and to a high standard	E	A, I, R
Ability to prioritise and manage own and others' workloads	E	A, I, R
Able to ensure that internal policies and procedures are complied with	E	A, I, R
<b>Personal Qualities</b>		
Excellent attention to detail	E	I, R
The ability to build good relationships with children and adults	E	I, R
Patience and a sense of humour with the ability to remain calm under pressure	E	I, R
A good team player; flexible and adaptable	E	I, R
Proactive, using initiative and imagination to solve problems	E	I, T, R
Able to adapt to changing demands of the role	E	A, I, R
Personally well organised	E	A, I, R
Ability to work as part of a multidisciplinary team and establish good working relationships at all levels	E	A, I, R
Willingness to work flexibly	E	A, I, R
Is courteous and effective when dealing with people, exchanges information in a tactful and diplomatic manner, able to communicate effectively at all levels	E	A, I, R