



Job Title: Attendance Officer	Pay Scale: PPS 8-10
Normal Place of Work: Pembroke Priory Academy	Line Manager: SLT
Role Summary: To oversee all matters relating to attendance of students. To monitor the day to day absences of student attendance and whole Academy attendance using Academy monitoring criteria. To work with internal and external organisations to help reduce the persistent absence of students to within the DFE/LCC guidelines to improve Academy attendance. To supply pastoral support to the Assistant Headteacher and Head.	

DUTIES AND RESPONSIBILITIES

- To oversee all matters relating to attendance of students.
- To monitor the day to day absences of student attendance and whole academy attendance using schools monitoring criteria.
- To work with internal and external organisations to help reduce the persistent absence of students to within the DFF/LCC guidelines to improve Academy attendance.
- To supply pastoral support to the Assistant Headteacher and Head. Attend TAC, CIN and Child Protection meetings.

Key Responsibilities

- To collate, check and authorise data/absences and paperwork with regards to students and maintain the necessary paperwork. Provide the necessary reports required to SLT/Governors and external organisations and send the necessary correspondence with regards to attendance to internal & external staff and Parent/Carers. Use SIMs effectively so all the necessary data can be analysed and shared with agencies/school along with updating and interpreting absence. Prepare attendance reports for Head of House, Assistant Head of House & Assistant Headteacher.
- To implement absences from first day of contact/analysis and interpret Academy attendance data/assess patterns of absence/work with staff to improve absence/issue and monitor individual action plans and reports and attend. Monitor and work with vulnerable groups such as EAL, SEN and FSM. Maintain individual attendance records of all students.
- To monitor absences lesson by lesson and raise any concerns immediately with regards to the whereabouts of a child. Liaise with the necessary staff and agencies following the Academy policies.
- To offer pastoral support to students and parents and liaise with academy staff and external agencies to resolve issues. Work with students and parents and liaise with academy staff to determine the reason for absence and authorise as necessary. Meet with students and parents in the academy and carry out home visits or collect students from home, when necessary.

- To liaise with Examinations Officer during exam period and collect any missing students from home, if necessary.
- To deal with all student Leave of Absence Requests for the academy.
- To organise appointments for attendance panel meetings, as required.
- To carry out work on behalf of Deputy Head/Assistant Headteacher/Heads of House in relation to attendance and support the Pastoral office by taking calls from the main reception, booking appointments and advising on all contacts.
- To liaise with Assistant Headteacher on matters regarding Child Protection and Safeguarding on a daily basis and to liaise with Head on a weekly basis to provide attendance intervention.
- To liaise with outside agencies.
- To support the Academy's behaviour management policy.
- To provide day to day contact with parents/carers, staff and external bodies. Queries will vary, could be complex and sensitive in nature and issues may be contentious.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

<ul style="list-style-type: none"> • Head Teacher, SLT and all Trust staff 	To ensure a high quality service is provided that meets the needs of the Trust.
<ul style="list-style-type: none"> • Parents and Students 	
<ul style="list-style-type: none"> • Visitors 	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification – Attendance Officer

		Essential	Desirable	How assessed*
	QUALIFICATIONS			
1.	GCSE English and Mathematics Grade A-C or equivalent.	X		AF / Cert
2.	Proficient in the use of email and the internet	X		AF / Cert
3.	Level 2 IT Qualification/Experience or equivalent		X	AF / Cert
4.	Willingness to undertake relevant safeguarding training	X		AF / Cert
5.	Full UK driving licence		X	
	KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
6.	Recent and relevant experience of working in a busy office environment	X		AF / IV
7.	Experience of working with students	X		AF / IV
8.	Experience of working in a multi-agency area		X	AF / IV
9.	Knowledge and understanding of student intervention techniques	X		AF / IV
10.	Experience of supporting groups of students as well as on a one to one basis	X		AF / IV
11.	Demonstrate commitment to safeguarding and ensuring and promoting the welfare of children and young people	X		AF / IV
	SKILLS AND ABILITIES			
12.	High order organizational and administrative skills	X		AF / IV
13.	Outstanding communication skills in dealing with a range of people	X		AF / IV
14.	Ability to motivate, good interpersonal skills	X		AF / IV
15.	Able to work on own initiative as well as part of a team	X		AF / IV
16.	Able to work under pressure to meet specific deadlines	X		AF / IV
17.	Flexible with a willingness to adapt working patterns to fit the needs of the Academy	X		AF / IV
18.	Must accept and actively support the Trust's agreed values	X		
19.	A commitment to equality, diversity and inclusion	X		AF / IV

*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert = Certificate checked at interview

I have read and accept the content of the job description.

Signed Line Manager :

Dated:

Signed Employee.....

Dated.....