**Job Description:** Attendance Officer

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| **Post Details** |  |
| **School/setting:** | Twynham 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** |
| **Main Responsibilities and Duties:*** 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** |
| **Experience*** Experience of working with children of relevant age
* Relevant sector experience of working with people
* Experience of safeguarding policies and procedures
* Excellent IT skills

**Qualifications*** Numeracy and literacy skills equivalent to Adult Basic Skills level 2
* Evidence of further accredited professional development

**Knowledge/Skills*** Working knowledge of relevant policies/codes of practice and awareness of relevant legislation
* Working knowledge of curriculum and other relevant learning programmes
* Understanding of principles of child development and learning processes and in particular, barriers to learning and attendance
* Developing knowledge of Local Authority, Outside Agencies, local and national organisations which can provide services and activities to support students
* Ability to build relationships with children and in particular to motivate children to engage in the learning process
* Experience of de-escalating situations and making quick decisions about triaging situations.
* Ability to work effectively with parents/carers and a range of professionals
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| **Notes** |
| * This job description may be amended at any time in consultation with the postholder.
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| **Key to Acronyms Used/Glossary of Terms Used in this Job Description** |
| TL=Twynham Learning MAT=Multi Academy trustTS=Twynham SchoolTGS=The Grange School  |  |