

<b>Job title:</b>	Whole School Attendance Officer
<b>Reporting to:</b>	Assistant Headteacher – Pastoral
<b>Salary:</b>	Grade 5 £24,982 - £27,041 Actual salary £22,490 - £24,344 per annum
<b>Working hours:</b>	37 hours per week, 41 weeks per year (term time plus 2 weeks)
<b>Core purpose:</b>	<p>The job involves leading on whole school attendance through office-based work, working with families and with outside agencies. In school, to support students having problems with their attendance and punctuality.</p> <p>To work with the Pastoral Team to respond to assist in implementing student and family engagement strategies to improve the attendance and punctuality.</p>

## CORPORATE RESPONSIBILITIES:

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

## KEY RESPONSIBILITIES:

- To be responsible for the school's attendance monitoring and ensure attendance and punctuality targets are set for students of concern, carrying out monitoring i.e., targeted attendance groups.
- To ensure school's attendance data is kept accurately and up to date.
- To manage the school's attendance chasing procedures and support the Welfare team in contacting families.
- To contact some absent pupils on a daily basis and generate data to supply first day response.
- To monitor student lateness and ensure that this information is recorded on registers as needed.
- To check class registers and liaise with class teachers to ensure that they are completed correctly.
- To plan and implement interventions, for example home visits, punctuality alerts, student interventions, outside agency working and through meetings.
- Student collections to form part of the wider safeguarding agenda, combat truancy and persistent absenteeism.
- To undertake home visits to identify barriers to education and provide appropriate support for families. To formulate, during such visits, strategies as appropriate for the family and to deal with the consequences of poor attendance.
- To manage the contact of parents regarding absence.
- To manage the system of checking registers throughout the day.
- To lead and manage the penalty notice caseload of the school.
- To work flexibly to carry out early morning and evening visits to parents/carers homes for students of concern.
- To organise and run attendance panel meetings, alongside relevant staff to support families with their attendance.



- Effectively maintain lines of communication often in confrontational situations with members of the public and parents/carers.
- To follow a programme of regular monitoring of all attendance. To consult and support the Senior Leadership team, to work alongside the Progress Managers, welfare team and other staff on issues of attendance and absence.
- To consider a range of actions and alternatives and recommend implementation to the Assistant Headteacher with responsibility for attendance, in accordance with relevant legislation and DfE guidelines.
- To take supportive/remedial action in respect of individual absentees in order to secure their regular attendance at school or other education provision.
- To undertake casework with families to challenge and support them.
- To liaise with the designated teachers for child protection in school and deal appropriately with child protection issues.
- Complete referrals and ensure criteria are met for external services (Early Help, Social Care, CAMHS) and complete the necessary paperwork in cases of Children Missing in Education and Elective Home Education.
- To work closely with the Pastoral Team for Early Help Assessment (EHA) framework and prepare reports as required in accordance with DCC guidelines.
- To ensure that letters are sent to families promptly according to the school policies.
- To establish, develop and maintain relationships with students, parents, school staff and other agencies in order to examine joint issues experienced by students which might prevent them from attending school and/or achieving their potential.
- Assist in the development of the school ethos, values and the importance of attendance and punctuality within the college.
- To focus on School/Partnership responsibilities for students by:
  - Carrying out assessments on appropriate referrals using common assessment or other agreed frameworks
  - Implementing the school attendance management procedures
  - Undertaking the management of Education Supervision and Parenting Orders
  - To prepare clear and concise reports as necessary
  - To maintain appropriate reports.
- To assist the School to Safeguard students through joint work and partner agencies.
- To be up to date with Ofsted criteria and judgments associated with School attendance.
- To have a working knowledge of relevant Education and childcare legislation, which has a significant influence on the functions of the Family Support Service. Be able to advise school staff and parents/carers on the implications of such legislation and its practical and its practical application to school, students and their parents.
- To mediate between the school, parents and students. This would include initiating and participating in meetings to discuss ways of resolving presenting problems and producing termly summary reports of actions taken to improve attendance and punctuality across the school.
- To attend case reviews and /or case conferences for students where attendance is a cause of concern and to prepare reports as necessary.
- To contribute pro-actively and with a preventative emphasis to relevant areas of school policy and planning including the development of a whole school attendance policy and liaison with governors as appropriate.
- Provide information on attendance issues and/or concerns and report to outside agencies as requested within the school sharing information guidelines.
- Provide regular reports to the line manager on the progress of the identified caseload.
- To maintain high standards in record keeping, letter and report writing. To be able to access education computer software, to obtain relevant information on student data, prepare assessments and reports; and provide statistics as required.
- To have to make value judgements in circumstances where pursuing legal action would be considered detrimental to students' welfare.
- Advise and train school staff on issues such as data analysis, attendance, interpreting data other training issues relevant to input by the Family Support Service.



- Meet regularly with the SENCO, Assistant Headteacher for Pupil Premium and the Pastoral team and take part in planning meetings and INSET days as required.
- To participate in the Family Support Service induction training programme for new recruits to the Service.
- To prepare witness statements under s 444 of the Education Act (1996) cases of non-college attendance for Magistrates Court. Attend and give evidence in court.
- To prepare and assist under s36 of the Children Act 1989 applications for Education Supervision Orders to the Family Proceedings Court.
- To have an understanding of and ability to work with students from different cultures.
- To identify and work with refugee families, to ensure student access from different cultures.
- To endorse, uphold and promote the Trust's equal opportunities policy.
- To undertake any other duties and responsibilities as directed by the Assistant Headteacher with responsibility for attendance.

### Notes:

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have contact with children and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of employment.

### Our Mission:

*Why do we exist?* To provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share.

### Our values:








*How do we behave?* **Ambition:** we maximise our potential through striving for excellence.  
**Teamwork:** we give 100% effort, displaying kindness and humility for the benefit of all.  
**Honesty:** we are respectfully open about our successes and areas for growth

### Our strategic anchors:

- Create a healthy organisation, free from politics and confusion through clarity following the **empowered to lead** operating model.
- Build a **compelling school culture** built on strong professional relationship where all can achieve.
- Craft and implement a **high-value curriculum** which is knowledge rich to allow meaningful application of skills.
- Put **people first** through high impact professional development and instructional coaching.



**Adults at the Manor Academy will:**

 <b>Aspire</b>	<p><i>Aspire for ourselves and the school to be Outstanding in all areas</i>  <i>Be reflective in everything we do</i>  <i>Use all the resources available to us for our own development and to support the learning of others</i></p>
 <b>Caring</b>	<p><i>Support and encourage every student and one another</i>  <i>Look after our own and others' physical and mental well-being</i>  <i>Value and share all our resources and the school environment</i></p>
 <b>Happy</b>	<p><i>Maintain a positive attitude</i>  <i>Celebrate the successes and achievements of others</i>  <i>Confidently promote the school and the work of colleagues</i></p>
 <b>Inspirational</b>	<p><i>Be role models for others</i>  <i>Be outward facing, creative and dynamic</i>  <i>Keep trying when something is tricky or difficult</i></p>
 <b>Equality</b>	<p><i>Treat everyone with dignity and respect</i>  <i>Celebrate our diversity, strengths and talents</i>  <i>Work as a team, using the skills and experience of others</i></p>
 <b>Voice</b>	<p><i>Listen respectfully to one another and respect the views of others</i>  <i>Manage our emotions in difficult situations by remaining calm and using a restorative approach</i>  <i>Demonstrate honesty and integrity in everything we do</i></p>
 <b>Excellence</b>	<p><i>Expect the highest standards of ourselves and others</i>  <i>Seek feedback and continually review and improve what we do</i>  <i>Ask for help, guidance and support when we need it</i></p>



## PERSON SPECIFICATION

**Role: Attendance Officer**

		E/D	A	I
<b>Qualifications and Training</b>				
<b>1</b>	Educated to at least level 3 with English and Maths at level 2	E	✓	
<b>2</b>	Child Protection and Safeguarding Training	E	✓	
<b>Experience</b>				
<b>3</b>	Experience of tracking attendance within an educational setting	E	✓	✓
<b>4</b>	Has experience updating and maintaining accurate records and systems	E	✓	✓
<b>5</b>	Experience working within an educational environment	E	✓	
<b>Knowledge and understanding</b>				
<b>6</b>	Understanding of Safeguarding and Keeping Children Safe in Education	E	✓	✓
<b>7</b>	Understanding of the barriers to learning and attending school faced by children and young people and how they can be overcome	E	✓	✓
<b>8</b>	Knowledge of up to date education initiatives surrounding improving attendance	D	✓	✓
<b>Skills and abilities</b>				
<b>9</b>	Clear and accurate written and verbal communication skills	E	✓	✓
<b>10</b>	Has the ability to form effective relationships with students, colleagues and parents	E		✓
<b>11</b>	Has the ability to make decisions within the parameters of the role and consult the relevant people for advice	E		✓
<b>12</b>	Confident IT skills with an interest in learning new IT skills and systems	E	✓	✓
<b>13</b>	Has the ability to show initiative and prioritise and plan their own workload	E	✓	✓
<b>Personal attributes</b>				
<b>14</b>	Shows resilience when dealing with unexpected or challenging situations	E		✓
<b>15</b>	Helpful, positive and collaborative	E		✓
<b>16</b>	Can actively engage with people and remain diplomatic	E		✓
<b>17</b>	Will actively engage in professional development and training activities and take responsibility for his/her own professional development.	E	✓	✓
<b>18</b>	Takes responsibility for completing the task at hand to a high standard	E		✓
<b>19</b>	Discreet and able to maintain confidentiality when working with sensitive information	E		✓
<b>Other</b>				
<b>20</b>	Holds a full UK driving licence	E	✓	
<b>21</b>	A commitment to uphold and promote equality of opportunity	E		✓
<b>22</b>	Demonstrates an understanding of Safeguarding issues relevant to the post.	E		✓

**KEY:** ✓

<b>E</b>	Essential
<b>D</b>	Desirable
<b>A</b>	Assessed by Application Form
<b>I</b>	Assessed by Interview

**Date:** March 2021

