

**JOB DESCRIPTION**

**Attendance Officer - Wixams Academy**

**Salary range: £25,976-£29,374 Pro Rata/Actual Salary – £20,829.00- £23,554.00**

**Working Pattern: 37.5 hours per week**

 **Term Time only plus 5 days, 39 weeks per year**

 **Monday – Friday, 08:00-16:00**

**Job Purpose**

To provide a specialist service to help the school to raise achievement by improving school attendance and punctuality and to meet our attendance targets.

The promotion of positive attitudes by pupils and their families towards education and ensuring that parents are made fully aware of their statutory responsibilities, particularly where there is persistent absence. Make unsupervised home visits and attends meeting both at school and off site.

**Duties and responsibilities**

1. To advise the school on strategies to promote the regular and punctual attendance of all pupils and assist with the implementation of agreed strategies.

2. Update school records, analyse attendance data and provide reports to senior managers and other professionals. Disseminate information, both internally and externally, in a timely fashion.

3. Meet with school staff, pupils and parents to establish the reasons for non-attendance/poor punctuality and agree a plan with appropriate strategies and timescales to tackle the issues. 4. Make contact with the families in response to allocated referrals through home visits and/or meetings in school.

5. Liaise with the Education Welfare Officer. Prepare the appropriate paperwork and present information as required to enable the school to meet its obligations and statutory responsibilities. This will include requesting penalty fine notices, and, if appropriate, the completion of Common Assessment Form (CAF) referrals.

6. Be fully aware of and carry out all work in line with Child Protection /Safeguarding Procedures.

7. Liaise and work with external organisations as required.

8. Keep accurate, clear and concise records of all interventions and consultations and update information on the school’s attendance system.

9. Manage your own work load in line with the school priorities.

10. Maintain a good working knowledge of the statutory framework and any policies and procedures relating to school attendance, child employment, child protection and special needs etc. in order to be able to offer informed advice to parents, school staff and others.

11. Liaise with Pastoral Support and advise on all matters relating to attendance and where necessary take a lead role in developing work processes to improve school attendance.

12. Work on initiatives which raise the awareness of the whole school community on the importance of good school attendance.

13. Any other duties requested by the leadership team when necessary..

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder’s professional responsibilities and duties.