Trinity Academy Newcastle Multi Academy Trust Job Description

**Post Title:** Attendance Officer

**Evaluation:**  **Grade:** N5

**Points:**

**Responsible to:** Deputy Director of School Improvement

**Responsible for:**

**Job Purpose:** Good attendance is essential to academic success, learner wellbeing and successful progression to the next steps in education. When attendance is high, we know that our learners have improved life chances and make more progress academically and socially. The Attendance Officer supports a culture of high expectations by addressing poor attendance and ensuring that learners attend academy. The Attendance Officer will work with learners, staff and parents/carers to manage attendance. A key aspect of this role is visiting learners and their parents/carers in their homes; where necessary, this may involve collecting learners and bringing them in to their academy. The post holder will require a full clean driving license and access to their own vehicle, with business insurance. The post holder will also work with key staff members to develop appropriate induction and support for learners who are reluctant to attend their academy and/or need support to engage with learning.

**Main Duties:**

1. Adhere to policies, procedures and strategies to promote positive attendance and punctuality for all learners.
2. Ensure robust application of the Academy’s attendance procedures.
3. Ensure that learners and parents are aware of the impact of poor attendance on learning and progress.
4. Work with parents/carers to promote good attendance and punctuality.
5. Identify where there are concerns about learners’ attendance and ensure that appropriate action is taken.
6. Visit learners and their parents/carers in their homes to identify reasons for poor attendance and agree a course of action to improve attendance.
7. Support parents/carers to access support for their child's learning from other services.
8. Implement strategies to raise awareness within the community of the importance of good attendance.
9. Implement strategies to promote good attendance through the effective use of rewards.
10. Liaise with the Exams Officer to ensure that any learners missing from exams are contacted or collected where required.
11. Work with appropriate agencies/partners to support and follow up concerns about attendance, to develop support programmes for identified learners.
12. Manage and monitor the implementation of the academy’s registration system for every teaching session as well as morning and afternoon statutory registration.
13. Analyse data with regards to target setting, tracking and monitoring learners’ attendance and punctuality.
14. Complete legal referrals for parents who are not meeting their legal obligation to send their child to academy every day.
15. Maintain accurate records of all significant interaction, intervention or contact with individual learners, their parents/carers, colleagues and any external agencies using academy agreed systems.
16. In conjunction with the relevant Alternative provision teacher, monitor the attendance of learners at offsite provisions and take action to improve attendance where necessary.
17. Create case studies for learners where there has been significant improvement, this can be beneficial in terms of evaluating impact and giving praise/feedback to individual learners/families.
18. Be fully aware of and carry out work in line with Child Protection Procedures. This may involve attending case conferences and strategy meetings, core groups or other meetings in relation to child protection cases.

# Other duties

1. The post holder will be required to reasonably support the Attendance needs of all academies within the wider Trust.
2. To develop and use specialist skills and knowledge appropriate to the individual needs of learners and families as required by the academy (e.g. ASD, mental health etc.).
3. To undertake planned supervision of learners’ out of academy hours learning activities and supervise learners on visits and trips.
4. To establish constructive relationships and communicate with parents/carers and other agencies/professionals, to support the achievement and progress of learners.
5. To attend meetings and engage in development activities/training as required by the Trust
6. To promote and implement the Trust’s Equality Policy in all aspects of employment and service delivery.
7. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Trust’s policies and procedures.
8. The post holder will have responsibility for promoting and safeguarding the welfare of the children and young people s/he is responsible for, or comes into contact with.

As an employee of Trinity Academy Newcastle Multi Academy Trust, you may be required to work at any organisation within the Trust.