



# St Thomas CE (VC) Junior School Job Specification

**Post Title:** Attendance Support Assistant    **JE Code** PR2869

**Reporting to:** Headteacher, SBM

**Location:** St Thomas CE (VC) Junior School

**Grade:** g4

**Hours:** 8.15am – 3.45pm

**Service Area:** Family

**Workplace based:** St Thomas CE (VC) Junior School

**Overall Purpose of the post:**

Under an agreed system of supervision, provide administration support in addressing attendance concerns and the needs of pupils who need particular help to overcome barriers to learning for themselves and others. To promote the safety and welfare of all children.



## **Responsibilities and accountabilities**

(What the job is expected to achieve)

### **MAIN TASKS:**

- To work under the direction of the Headteacher to:

Improve Attendance:

- Securing a First Day Response to absence when no message has been received to explain absence
- Establishing and maintaining close contact with parents when children are absent
- Provide data weekly to Headteacher, SLT and teachers related to attendance and punctuality.
- To contact parents of pupils who are developing patterns of non-attendance
- Maintain an up-to-date register of contact points for pupils and ensure a copy is available at all times.
- Work with the teachers in getting parents to attend meetings in school by making telephone calls home and arranging suitable appointments
- Develop monitoring systems relating to late pupils, attendance and integration (e.g registration, truancy, pastoral systems, lates etc.)
- Ensure letters are sent to families where pupils attendance has not improved through consultation with the SLT and EWO
- To work collaboratively with SBM and administrative support staff to effectively fulfil this role.
- Ensure letters or certificates are sent to pupils whose attendance has improved through consultation with the teachers
- Specifically monitor attendance below 90% and secure contact with parents
- Liaise with teachers and SLT providing them with a weekly list of pupils who have only 90% attendance or below and working with them, sending out letters to parents, making phone calls on their behalf, making appointments for parents to come in and speak with EWO and leaders. Speak with parents in their home on behalf of SLT/Teachers when letters home have not been successful.
- Liaise with Education Welfare Officer on attendance issues and attend relevant meetings.
- Complete necessary Safeguarding and other training necessary for the role.
- Specifically monitor 100% attendance and ensure letters are sent out every 4 weeks for specific time phase and cumulative weeks
- Responsible for creating spreadsheets for SLT for data collection (for example sickness spreadsheets to highlight 'swine flu' cases and the effect these have on our 'persistent absence' figures, class registration figures to highlight where these are not being taken and to see/work out what we can do to improve this, attendance for specific groups such as Pupil Premium.)
- Responsible for collating 'late' information and updating registers.
- To work with teachers in the administration of contact with parents and outside agencies.
- To monitor the completion of registers including visiting classrooms where no registers have been submitted or where there is an unknown discrepancy.
- To oversee new admissions and leavers and request/send CTF files to and from relevant schools ensuring no child is 'missing in education'.

- To collect the walking bus from a local infant school each morning.
- To carry out home visits which a member of the SLT, EWO or the Community Police
- To complete admissions paperwork/ help parents with admission requests as appropriate, including showing parents around the school for new in-year admissions.
- To work closely with the Learning Mentor on administration of medicines and maintaining medical records.

Other duties commensurate with the grade of the post as directed by the Headteacher.

**The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

## Responsibilities for resources

### People

Learning Mentor  
Education Welfare Officer  
Schools Police Officer

### Budgets

None

### Physical Resources

None

### Characteristics of the post:

Employees are encouraged to participate in training activities in order to enhance their own personal development.

### Employment checks required of this post:

- Evidence of entitlement to work in the UK.
- Evidence of essential qualifications – see page 1 of this specification.
- Two satisfactory references.
- Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Check
- A List 99 check.
- Confirmation of medical fitness for employment.

**Date completed:** September 2023