



Many Minds One Heart

Northfield School & Sports College

Job Description

Job Title: Attendance Support Officer

Responsible To: Attendance Manager

Grade: H
Working Time: 37.5 hours per week, term time only
Working Pattern: 8:00am – 4pm
Holidays: School holidays

KEY PURPOSE OF THE JOB

Work proactively to make positive relationships with individual and groups of pupils and their families, in collaboration with the Attendance Manager and Guidance Teams to improve the attendance of those pupils who are persistently absent, particularly those who are disadvantaged.

A significant amount of the working day will involve home visits and knocking on doors to help pupils get into school.

MAIN ACTIVITIES

- The groups of pupils with whom the attendance officer works will change during the day and over weekly cycles.
- Show flexibility and agility in responding quickly to issues around attendance.
- Raise the attendance of these pupils through a range of actions / interventions including:
 - Individual / group meetings with pupils
 - Meetings with parents in school and/or at home addresses as appropriate.
 - Making regular home visits to speak to parents/ support parents in ensuring that their child attends school.
 - Collecting pupils from home where necessary and showing perseverance and tenacity in this area.
 - Phone, text and e mail contact with parents.
 - Holding difficult conversations with parents – supporting and challenging around attendance.
 - Celebrating success, however small in this area.
- Enable targeted pupils to have access to work available as part of the main curriculum so that they are empowered to self-manage and achieve expected rates of progress whilst transitioning back into school.

- Support pupils who need help to overcome barriers to learning.
- Regularly meet and liaise with senior colleagues to discuss the targeted pupils.
- Any other reasonable duties as commensurate with the grading of the post

PROFESSIONAL EXPECTATIONS

Working with children:

- Safeguard and promote the general wellbeing and health of individual pupils
- Support pupils' learning activities and attend to additional learning needs
- To provide support to pupils who are struggling to engage with classes and staff in cooperation with the Guidance Teams, Curriculum Leaders, SLT and SENCO with the aim of re-engagement in lessons
- Establish and maintain relationships with individual pupils and groups
- Be an effective role model for pupil behaviour
- Support the development of pastoral support plans where necessary

Working within a school setting:

- To work with teachers in school to co-ordinate the provision for pupils working in the school's bridge facility or PLC.
- To work closely with other support services (internal and external) to improve pupil attendance
- To ensure that the interventions for individual pupils are appropriate
- Assist in the maintenance of a safe environment for pupils and staff
- Carry out duties to supervise pupils at key points in the school day
- Assist with KS4 events and reward activities that help raise achievement and promote success.
- Take part in appraising own work against priority targets in accordance with the school's management supervision guidelines.
- Undertake any necessary training associated with the duties of the post.
- Share information, including providing written reports for pupil files, for colleagues and for external professionals where appropriate.
- Assist the Attendance Manager in the development of strategies to improve the attendance of all pupils.
- Make good and accurate records via the school's CPOMs system.
- Assist the Attendance Manager in making referrals to the Local Authority.

- Understand and comply with school policies and attend staff training programmes as required.
- Any other duties which may reasonably be requested by the Headteacher to ensure the smooth running of the school

SCHOOL ORGANISATIONAL OBJECTIVES

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils and school improvement as a whole
- Ensuring the safeguarding of all pupils
- Demonstrating consistently high standards of personal and professional conduct
- Participate in training and other learning activities and performance development as required

CONDITIONS OF SERVICE

Governed by the National Joint APT&C Conditions, supplemented by local conditions as agreed by the governors.

SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment in accordance with the current DfE statutory guidance for Keeping children safe in education

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check.

EQUAL OPPORTUNITIES

The post holder will be expected to carry out all duties in the context of and in compliance with the school's Equal Opportunities Policies.

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 school in relation to the post holder's professional responsibilities and duties.