



Attendance Support Officer Job Profile Grade 6

Reporting Relationships

Responsible to: Trust Strategic Attendance Manager

Statement of Purpose

Under the direction of the Trust Strategic Attendance Manager, use specialist knowledge and experience to support pupils, families and schools to ensure at least good attendance and punctuality at school. To carry out roles and responsibilities in accordance with statutory guidance, legislation and JT MAT Policies, procedures and ethos.

Place of Work: Work may be carried out at the JT MAT Trust offices, within any of the trust schools, pupils' homes or other venue deemed appropriate.

Roles and Responsibilities:

Support for the Trust

- Understand the Trust Strategic Plan for Attendance and support the Trust Strategic Attendance Manager in its development, implementation and review.
- In conjunction with the Trust Strategic Attendance Manager understand and analyse school attendance data in order to identify attendance patterns and trends for groups and individual pupils.
- Collate half termly attendance data for each school including vulnerable groups.
- Ensure the consistent implementation of the Trust's 'Graduated Response' to attendance and punctuality and implement support at the appropriate point
- Attend Core Group and Strategy Meetings as required by the Trust Strategic Attendance Manager to share and receive information.
- To record and maintain accurate records, in line with Data Protection legislation and academy policy and procedures.
- To carry out any other reasonable requests made by the Trust Strategic Attendance Manager
- Attend staff training and meetings as reasonably requested

Support to Schools, Pupils and Families

- Promote positive attitudes by pupils and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
- Engage with and support pupils and families in overcoming barriers to attendance/punctuality, using innovative strategies.
- Visit and work with families in order to pursue concerns about attendance and other welfare issues. During such visits, to formulate strategies, as appropriate, to the family.
- Facilitate effective partnerships between pupils, parents/carers, families, the school and external agencies.



- Liaise between student's home and school involving other support agencies as appropriate, including social services, education, psychologists, medical and counselling services.
- Provide pupils, parents/carers and schools with an effective advice and support service to develop best practice.
- Advise school staff and parents/carers on the implications of attendance legislation and its practical application to schools, pupils and their parents/carers.
- Develop and review Attendance Action Plans/Parenting Contracts to support the improvement of pupil attendance/punctuality
- Collate witness statements and other evidence for cases of non-school attendance for magistrates' court.
- Provide support for schools in the completion of documentation relating to statutory action.
- To support schools in innovative strategies of rewards, incentives and competitions to encourage good attendance.

Professional Accountabilities: (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school's objectives through:

Safeguarding:

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Financial Management:

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

People Management:

- To comply and engage with people management policies and processes.
- Contribute to the overall ethos/work/aims of the trust.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the JTMAT's Health and Safety policy.



Attendance Support Officer Person Specification

Essential Criteria	Measured By
Qualifications & Experience	
<ul style="list-style-type: none"> NVQ 3 in childcare, health and social care or relevant discipline or equivalent experience. Experience of working in an education setting for at least 2 years Experience of working with pupils demonstrating challenges with attendance Experience of working with parents and building the school-home partnerships Experience of working with external agencies 	A A A/I A/I A/I
Knowledge & Skills	
<ul style="list-style-type: none"> Knowledge of statutory, legislation and policies relating to attendance Knowledge of the relevant policies and processes relating to attendance within education Understanding of the issues facing pupils and families Ability to work constructively as part of a team both internally and externally Ability to relate well to pupils and families, demonstrating an understanding of the issues and challenges they may face Ability to deal with sensitive issues in a professional and non-judgemental manner Understand the need for confidentiality when appropriate and to ensure clear and sensitive communication Ability to communicate clearly and professionally both verbally and in writing 	A/I A/I I A/I I I I A/I
Personal Qualities	
<ul style="list-style-type: none"> Communicate in a compelling manner using influence and persuasion to achieve the best outcome for the pupil Personally organised with planning and prioritising skills Methodical with good attention to detail and forward planning to meet deadlines Discreet with good understanding of confidentiality Commitment to the agenda and demonstrate enthusiasm for achieving good outcomes when challenges are presented Solution focused attitude and approach Tenacity and resilience to maintain focus on the desired outcomes when barriers occur Collaborative approach to work, maximising the benefits of working in a team but also showing initiative to work unsupervised Commitment and understanding of the JT MAT values 	I A/I I I A/I I A/I I

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.