**JOB DESCRIPTION**

**Job title**: Attendance Support Officer

**Responsible to**: Assistant Head of Inclusion

**Liaison with**: Headteacher and the Leadership Team, DSL, Teaching staff, Associate staff, The Legally responsible parents & careers, pupils and external agencies

**Salary**:  £12.30 per hour

**Terms**:  Term Time + INSET

**Hours**: 37.5 hours per week 8.00am until 4.00pm with half an hour unpaid break - Monday to Friday

**Purpose of the Job:**

* Ensuring that all students can attend school regularly and benefit from the valuable education it provides
* Promoting equality and fairness for all
* Maintaining the health and safety of our students
* Collaborating closely with other agencies
* Establishing positive relationships with families to address barriers that impede regular attendance
* Collaborating with other schools in the area and various agencies. Collaboration is essential for effectively achieving our goals
* Ensuring compliance with Section 7 of the Education Act 1996. This provision stipulates that parents are responsible for providing their school-age children with a comprehensive education appropriate for their age, abilities, interests, and special educational needs
* Regularly monitoring attendance and absence data to identify pupils or groups needing more support

**Main duties and responsibilities:**

* Monitor and record pupil attendance, following up on absences and communicating with parents and carers as necessary.
* Identify patterns of non-attendance and work with pupil and their families to address underlying issues.
* Ensure effective absence management procedures,
* Establish a range of evidence-based interventions to address barriers to attendance
* Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work
* Attend or lead attendance reviews in line with escalation procedures. Establish robust escalation procedures which will be initiated before absence becomes a problem by:

a) Sending letters to parents/warning letters.

b) Attendance alerts via MCAS

c) Supporting parents with pupil attendance

d) Engaging with Bolton Local Authority Early Intervention attendance teams.

e) Using fixed penalty notices.

* Analyse attendance data according to the 'Monitoring and analysing absence' policy section to identify patterns of absence and develop targeted strategies to improve attendance. These strategies will be tailored to individual cases and consider the unique needs of the students targeted by the intervention.
* Share, support and reward good school attendance with all stakeholders. (Parents/carers, Pupils, wider community, LGB)
* To complete all admissions and transfer data – updating school systems (Bromcom)

**General requirements:**

* Have at least one years related experience of work within a school attendance related role, working with pupils within and educational setting
* Have at least one years related experience of working with professionals from other agencies and in multi-agency context
* Have knowledge of school systems and an understanding of the issues affecting truancy and non-school attendance.
* Have the ability to communicate effectively both orally and in writing, especially with pupils and, legally responsible parents and carers, school staff, EIT, social workers and other professionals
* Demonstrate resilience when dealing with stressful/conflict situations
* Have the ability to use IT systems effectively to produce reports, records and monitor outcomes
* To ensure compliance of Data Protection
* Have the ability to use initiative and work alone when necessary
* Hold a valid UK driving licence