



JOB DESCRIPTION

Designation of Post:	Attendance Support	Pay Scale	Band C £19,264 - £19,650 pro rata (£13,868 -£14,146 actual salary based on 30 hours per week, 39 weeks per annum)
Responsible to:	Head of Student Services		

All staff at Prenton contribute to our vision and values.

Making a positive difference today to achieve a better tomorrow by:

- Providing a safe, happy and respectful school community;
- Making students the foundation of our school;
- Celebrating and welcoming diversity and equality;
- Empowering, challenging and inspiring all in the classroom and beyond;
- Creating opportunities where everyone is supported and valued;
- Promoting courage, ambition and aspiration.

The staff, governors, students and whole Prenton community will achieve our vision through our values of:

- Trust
- Respect
- Integrity
- Kindness
- Endeavour

Key objectives:

- To work under the direct supervision of the Attendance Manager.
- The purpose of this role is to support the Attendance Manager in improving attendance, punctuality and reducing persistent absence.
- The role demands a flexible approach so that students and families are fully supported and communication between home and school is efficient.

Role Responsibilities:

- To support the Attendance Manager in collating attendance information from parent mail / truancy call etc. and following up on N codes to ensure our sims records are accurately coded and up to date.
- To support the Attendance Manager in ensuring that registers are accurate and submitted on time.
- To support the Attendance Manager at Attendance and Punctuality Panel Meetings, taking a record of the meeting, updating support plans and recording on CPOMS and Provision Maps.

- Support the Attendance Manager in making phone calls to follow up on attendance concerns and making home visits as appropriate – in particular after day 2 of an unauthorised absence.
- To support in leading “back to school” meetings with students following an absence, helping to remove barriers to school.
- To support the Attendance Manager in organising attendance letters, arranging meetings and completing other relevant paperwork as necessary, such as MIE paperwork.
- To support in the tracking of student absence, punctuality and other attendance data analysis.
- To support whole school attendance strategy initiatives, including attendance rewards.
- To liaise with the wider Student Services (SS) Team, Learning Support Team and external agencies as appropriate to identify appropriate intervention for students.
- To support with the care of unwell students, including contacting home when necessary.
- To attend meetings relevant to the role; including delivery of updates to the SS Team as required.
- Undertake any other duties and responsibilities reasonably commensurate with the grading, as required by the Headteacher.

Developmental:

- To seek relevant CPD opportunities to develop understanding of the reasons for student absence, strategies to improve attendance and how best to support young people and their families.

Additional Duties

- **Safeguarding & Child Protection**
Prenton High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School’s Safeguarding and Child Protection policy and procedures at all times.
- **Health & Safety**
All staff at Prenton High School for Girls are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others’ Health and Safety, report all accidents and incidents, raise concerns through their line managers, and the Health & Safety Manager.
- **Equality & Diversity**
All staff at Prenton High School for Girls are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity.
- **Data Protection**
All staff at Prenton High School for Girls have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with Data Protection and GDPR 2018.