

**JOB DESCRIPTION**

**Job Title: Lead Attendance Officer**

**Line Manager: Deputy Headteacher (Pastoral)**

**Working Hours:** **36 hours per week x 40 weeks (term time + 1 week)**

*(Designated INSET & 5 days outside of school terms)*

**Paid 45.2 weeks**

**Monday-Thursday: 08:15-16:15**

**Friday: 08:15-16:00**

**(Includes a 45 min unpaid lunch break)**

**Flexibility required due to the nature of the role**

**Key Responsibilities:**

To improve whole-school attendance. The role requires reporting on whole-school attendance data, analysing data to identify key areas of concern and working closely with students, staff and parents to reduce levels of absence, and to act appropriately when persistent absence becomes a safeguarding issue.

This will include working with school staff to identify students who are absent or truant, contacting parents/carers by telephone, relating to attendance. Working with relevant stakeholders and outside agencies and enforcing compliance of applicable laws, codes and requirements.

The postholder will also ensure that student data is up to date and accurate.

**Main Duties and Responsibilities**

* To lead the attendance team, comprising of an Attendance Officer, and Attendance Administrators
* To be responsible for overseeing and assisting with the recording of all attendance data and reasons for student’s absence
* To oversee and assist with the recording of all absences electronically
* To be the first point of contact for all attendance issues in the school, including liaising with relevant Year Group Leaders and Assistant Year Group Leaders
* To oversee and assist with generating and interpreting attendance statistics, creating data reports
* To oversee and assist with managing school correspondence in respect of attendance, issuing letters and liaising with the relevant member of the Behaviour Support Team as required
* To oversee and assist where necessary the operation of the late gate system including recording latecomers to school
* To oversee and assist with the contact parents where a child’s absence has not been explained
* To oversee and assist with contacting staff where registers have not been completed
* To oversee and assist with the recording and maintaining details of all holiday requests
* To communicate effectively with colleagues, students, parents and carers
* To work alongside relevant Year Leaders and Assistant Year Group Leaders and where necessary external agencies in order to support parents with improving their child’s attendance
* To make home visits for students not engaging with education and meet regularly with target families in school to raise expectations of outstanding attendance
* To manage a target cohort of students by regular contact with key students and their parents or carers
* To work in close partnership with pastoral leaders and tutors and other colleagues including SENDCO and alternative provision in raising attendance of students, this includes the creation of specific student support groups who engage in programmes that you have created to raise attendance
* To compile, maintain and file all physical and computerised records reports and other documents required, including records of cases investigated and reports required by other agencies
* To challenge students on reason for lateness and absenteeism on a regular basis
* To demonstrate behaviour that is professional, ethical and responsible
* To attend parents’ evenings as directed
* To work have regular meetings with line manager
* To liaise closely with Student Reception regarding arrival and departure of students out of normal expected times, i.e. students arriving late or leaving early for appointments
* To ensure all personal data is handled and stored confidentially in line with current GDPR regulations
* To be vigilant to the safety and welfare of students, staff and visitors and follow all safeguarding guidelines.
* To be a trained First Aider
* To carry out other duties as required which are commensurate with the grade of the post and as requested by the line manager
* To note and comply with all school policies and procedures, reporting all concerns to the appropriate person
* To undertake any training applicable to the role as directed by the school
* The post is subject to interruptions according to the demands of the school and the postholder should be aware that tasks may need to be re-scheduled
* To undertake such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading, as directed by line manager
* To ensure all personal data is handled and stored confidentially in line with GDPR and school policy

**SAFEGUARDING**

* To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with Mayfield’s Safeguarding/Child Protection policies
* To note and comply with all school policies and procedures, reporting all concerns to the appropriate person
* To undertake compulsory Safeguarding as directed by the school

**The duties and responsibilities in this job description are not exhaustive and may be varied from time to time, in a manner that is compatible with the post held, at the discretion of the Headteacher/Line Manager.**

Name: …………………………………….. Date: ……………………….

Signature: …………………………………