

### Job Description

<b>Post:</b>	<b>Regional Attendance Officer</b>
<b>Pay Scale:</b>	<b>Grade 9 SCP 34-38 TTO plus 15</b>
<b>Responsible to:</b>	<b>Attendance Lead</b>
<b>Main Location:</b>	<b>STOCCAT Head Office and schools across the trust</b>

### Main Duties

- Work with the Attendance Lead to develop and implement attendance strategies aligned with Trust-wide goals and to support all school-based staff in understanding the impact of strategy on children and their families/carers.
- Collate, monitor and analyse pupil attendance data across schools, identifying patterns and trends through reports to address concerns and inform future service delivery and strategic direction to improve attendance in school.
- Provide targeted support to schools with the greatest attendance challenges e.g. in liaison with the Attendance Lead and other key stakeholders organize and participate in attendance initiatives, campaigns, truancy sweeps and school blitzes to improve attendance in school.
- Work with families to coordinate, plan and carry out home visits, including cold calling, lone visits and joint visits with other appropriate services e.g. Police, Social Care, Caseworker, etc.
- Build positive relationships with hard-to-reach families to encourage and sustain improved attendance.
- Support schools in maintaining accurate attendance records and adhering to statutory requirements.
- Assist in the administration of penalty notices and court proceedings relating to attendance, as required, and undertake casework in line with post-prosecution guidelines.
- Ensure that escalation procedures and consistent will Local Authority (LA) policies, procedures and best practice.
- Organise and deliver regular training sessions to school-based attendance teams and other key stakeholders on procedures, legislation and best practice.
- Provide regular reports on attendance performance to the Attendance Lead and other stakeholders.
- Work collaboratively with external agencies to support vulnerable pupils and their families.
- To work as part of a team and contribute to the achievement of team objectives.
- To liaise with teaching and support staff on appropriate learning provision in the event that a pupil is facing barriers to on-site attendance at school.
- Work collaboratively with parents, carers, and families to ensure effective communication and engagement, supporting them in overcoming barriers to attendance and promoting positive engagement with their child's education and well-being. Your role will help bridge the gap between home and school by providing guidance and support to families facing challenges

### **Professional standards and development**

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

### **Continuing professional development and formation**

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process - evaluating and improving your own practice.

### **General Responsibilities**

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

*These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.*

*The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.*

*It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.*

*The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation, marital status or socio-economic background or whether you are pregnant or on maternity, adoption, parental or other family leave. We welcome applicants from all communities and from people that identify with those characteristics.*

<b>Person Specification</b>		
<b>Key E</b> Essential, <b>R</b> References, <b>I</b> Interview, <b>C</b> Certificate, <b>D</b> Desirable, <b>A</b> Application		
	<b>Essential / desirable</b>	<b>Evidence</b>
<b>Qualifications</b>		
Educated to level 3, with GCSE's in English and Mathematics, or equivalent.	Essential	A/I/C
<b>Knowledge &amp; Experience</b>		
Experience of working with attendance data and implementing improvement strategies	Essential	A/I
Good knowledge and understanding of the barriers to good attendance and strategies to overcome them	Essential	A/I
Previous experience in an education setting or with attendance management	Desirable	A/I
Experience of working with children, young people and families in dealing with barriers to education	Essential	A/I

Knowledge and experience of statutory legislation, guidelines and policies on attendance	Essential	A/I
<b>Technical Skills &amp; Ability</b>		
Excellent communication skills, both written and verbal, with the ability to engage diverse stakeholders	Essential	A/I
Knowledge of Safeguarding and Child Protection principles	Essential	A/I
Knowledge of attendance-related legislation and procedures	Desirable	A/I
Excellent IT skills, including spreadsheets, databases and email	Essential	A/I
<b>Special working conditions</b>		
Familiarity with Catholic school values and ethos	Desirable	A/I
Able to travel to various sites (Trust schools, family homes etc.) to attend conferences, meetings etc	Essential	A/I
<b>Personal characteristics</b>		
Self-motivated and able to work independently while contributing to a team	Essential	A/I/R
Empathetic and approachable, with a strong commitment to supporting children and families	Essential	A/I/R
Resilient, adaptable, and solution-focused in challenging situations	Essential	A/I/R
Able to organize, plan and prioritize workload to meet deadlines	Essential	A/I/R
Able to adapt to challenging situations and people and respond using tact, diplomacy and influencing skills to achieve objective	Desirable	A/I/R
Drive, tenacity and an ability to maintain focus, objectivity and sound judgement under difficult circumstances to achieve desired outcomes	Essential	A/I/R
Empathy and understanding of different family circumstances and barriers to learning	Essential	A/I/R