**Job Description**

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| **Post:** | School Based Attendance Officer |
| **Grade:** | Grade E 36 hours x term time only |
| **Responsible to:** | Deputy Headteacher |  |
| **Hours:** | 8.00am – 3:45pm (with half hour lunch) Monday – Thursday  8.00-3.30 (With half hour lunch) Friday |  |
| **Contract type:** | Permanent |  |

**MAIN PURPOSE**

To work as part of the pastoral team to improve the attendance of pupils to school and to lessons, in-line with the whole school development plan.

**MAIN DUTIES**

**Administration**

* Work with the Pastoral Administrator to ensure daily attendance registers are accurate and complete, and following up with staff members about any incomplete data
* Work with the Pastoral Administrator to follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures
* Work with the Pastoral Administrator to check and verify attendance returns for the school census
* Preparation of all documentation relating to the process of issuing penalty notices to parents
* Maintain accurate records of communications with parents/carers and relevant interventions
* Liaise with external agencies, including Education Welfare
* Ensure daily local authority returns for high-risk pupils are accurately completed within deadlines

**Co-ordinating and Monitoring Interventions**

* Support the Pastoral Deputy to create a culture of high attendance across the school
* Produce and interpret attendance reports for school leaders and tutors, identifying key statistics, reasons for absence and any patterns of concern
* Track attendance of vulnerable groups of pupils and share information with school leaders
* Identify pupils that need additional support to improve their attendance
* Work with school leaders to coordinate appropriate interventions to improve attendance for particular groups or individual pupils, monitoring the impact of these interventions
* Work with other pastoral colleagues (including tutors, safeguarding, chaplaincy, SEND) to build a holistic action plan to address individual pupils’ needs

**Working with parents/carers**

* Coordinate meetings with pupils and parents/carers to implement interventions and track progress
* Build positive relations with parents/carers to encourage family involvement in their child’s attendance
* Provide general advice and guidance to staff, pupils and others
* Carry out home visits, where requested by the Pastoral Deputy, and in-line with school policy, to address attendance concerns for individual pupils

**Professional development**

* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
* Take part in the school’s appraisal procedures
* Read new government guidance relating to attendance (including parental engagement), alongside research and other relevant documents in order to ensure school processes around attendance are robust, effective and compliant.

**Professional responsibilities**

* Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background
* Contribute to the school ethos, aims and development/improvement plan
* Work as part of a team, appreciating and supporting the role of other people in the team
* Attend and participate in meetings as required
* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
* Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
* Promote the safeguarding of all pupils in the school
* If qualified, provide first aid to pupils and/or staff when required

**Note** This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

**GENERAL:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

There is a requirement to work some evenings, up to 5 per year, at school events such as Open Evening and New Parents’ Information Evening, for which time off in lieu of hours worked will be given.

School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

**PERSON SPECIFICATION**

Post: ATTENDANCE OFFICER Post No.

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| Personal Attributes Required | Essential (E) or  Desirable (D) | Method of Assessment |
| **QUALIFICATIONS/TRAINING** |  |  |
| Level 2 qualification in Numeracy/Maths and Literacy/English or equivalent qualification.  NVQ Level 3 in Administration or equivalent qualification or experience.  First aid qualification. | D  E  D | AF  AF + I  AF |
| **EXPERIENCE/KNOWLEDGE**  Experience of clerical/administrative work.  Knowledge of relevant policies/codes of practice and an awareness of relevant legislation.  Experience creating an inclusive culture, especially within a school setting.  Experience working directly with pupils and parents.  Experience working in a school environment or other educational setting  Knowledge of potential barriers to good attendance, and possible interventions to raise attendance of pupils  Experience working collaboratively with colleagues  Experience analysing data and producing reports and identifying key insights | D  D  E  D  D  D  E  D | AF + I  AF + I  AF + I  AF + I  AF + I  AF + I  AF + I  AF + I |
| **SKILLS/APTITUDES**  **Communication & Influence**  Actively listens to what others have to say and gains support for own opinion. Asks open questions and ensures that there is no confusion or ambiguity to the listener. Effective written and verbal communication.  **Team working**  Good sense of own strengths and areas for development. A willingness to work collaboratively towards a common goal. A good level of emotional intelligence. Willing to ask for help when needed. Willing to offer help when sought.  **Organisational awareness**  Keeps up-to-date on changes/new developments in own and other areas of the schools activities and their impact on the schools performance.  **Adaptability**  Supports the change process, remaining positive during times of change. Willingly co-operates with others and highlights potential problems in a positive and supportive way.  **Use of technology**  Ability to use IT systems to conduct analysis and produce reports. Good knowledge of Excel and other common computer programs. Willingness to learn new systems as required.  **Professional Values and Practice**  Ability to build and maintain successful relationships with pupils and adults, treating them consistently, with respect and consideration.  Ability to improve own practice through observations, evaluation and discussion with colleagues.  Demonstrates a non-judgemental approach to values, views and needs of others. Sees other peoples’ point of view and encourages and respects views that are different from own. Takes time to get to know people and how they operate.  Strong alignment to the vision and values of the academy. | E  E  E  E  E  E  E  E  E | I + T  AF + I  AF + I  AF + I  AF + I + T  AF + I  AF + I  I  AF + I |
| **SPECIAL REQUIREMENTS**  Requirement to complete Support Staff Induction Programme.  Requirement to complete Appointed Persons First Aid at Work training.  Ability to travel throughout the borough for home visits and meetings.  Able to work flexible hours for which time in lieu will be given.  Willingness to drive the school minibus as required (training will be provided).  Committed to safeguarding, equality, diversity and inclusion. | E  E  E  E  E  E | I  I  I  I  I  I + T |

Prepared by: AF = Application Form

I = Interview

Date: T = Task

P = Presentation