



JOB DESCRIPTION

Job Title: School Standards & Improvement Officer Attendance, Family & Community

Employee Values

The post holder will be expected to operate in line with our employee values which are:

- **Ambition without limit**
- **We break down barriers**
- **We turn our best into normal**
- **Every interaction counts**
- **We are a family**

Overall purpose of the post:

- To provide operational and administrative support to promote whole school attendance strategies across identified schools.
- To support academy staff and parent/carers to improve children's attendance thereby improving their access to learning, enabling all children and young people to maximise their educational opportunities.

Main duties and responsibilities:

- Working with the support and guidance of Trust Strategic Lead Attendance and within the vision and values of the Trust in order to:
- Apply the Trust attendance and punctuality policy, including giving guidance and support to academy staff.
- Assist in meeting agreed targets and outcomes in each academy.
- Identify those children in need of support by reason of their absence from school.
- Assist the academies to safeguard students through joint working with other agencies, supporting academy staff at meetings as appropriate.
- Assess need, plan interventions and implement effective actions to support students and their parents/carers to improve student attendance to each academy.
- Undertake home visits.
- Use a range of assessment and intervention strategies, to support students and families.
- Identify and follow academy and all Local Authority procedures regarding children going missing from education.

- Support in identifying those cases that should be referred to the Local Authority for court proceedings or Penalty Notices; prepare reports and appropriate evidence as required, acting as a witness in the Magistrates Court if required.
- Understand, follow and implement procedures regarding child performance and child employment.
- Prepare and maintain appropriate case notes and records to enable the provision of comprehensive statistics on outcomes of interventions, legal sanctions etc.
- Prepare and analyse regular data reports for the SLT, OGAT and Academy Council.
- Liaise with parents regarding absence and attendance including enquiries, meetings in the academies and the home address, leave of absence requests, exclusions and home education.
- Support academy staff to lead attendance panels/fast-track meetings ensuring appropriate follow-up action is taken.
- Step into the role of Academy Attendance Manager / EWO should the need arise.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Have due regard for personal health and safety in the course of their duties including risk assessing home visits and other out of academy duties.

Additional Responsibilities

- Carry out other tasks, commensurate with the seniority of the post, which will be allocated over the duration of the contract of employment.
- Participate fully in the Trust's briefing and INSET system and team, professional and personal development activities and promote a commitment to continuous development and improvement.
- Participate fully in the Trust's performance management process and work to achieve agreed set objectives.
- Undertake mandatory training on child safeguarding and data security, ensuring that you understand how to identify and report safeguarding concerns.

POLICIES AND EXPECTED STANDARDS

The post holder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times (the post holder will be expected to influence and develop the Trust policies as directed by the Chief Executive). The Code of Conduct for Employees in particular sets out what you as a post holder are required to follow at all times

and you should study this carefully. Failure to comply with any of the Trust's policies may result in disciplinary action up to and including dismissal.

Outwood Grange Academies Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS and safeguarding training, as required under the latest version of Keeping Children Safe in Education. Staff have a duty to recognise and report any concerns they have about the safety or welfare of a child to the relevant and qualified individual within the organisation. The post holder will also be required to undertake Safer Recruitment Training.

All staff must have an understanding of their responsibilities in relation to being accountable for knowing who is in and has access to their area of work and the security of information. Staff must recognise the need to challenge appropriately and understand their duty of care relevant to their position within the organisation. Staff must be familiar with and understand the correct reporting process where there has been a potential breach.

Special Features

- The post will require travel between academies;
- The academies allocated to the postholder may vary under the direction of the Chief Executive.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.