

Role Description

Trust Attendance Officer

NJC Pay Range

Band F

Main Purpose of the Post

- To collaborate closely with the Senior Leadership Team, external agencies, parents, carers, and the Attendance Team – both within the Academy and the wider community to promote a culture of inclusion and aspiration that values school, regular attendance, and student learning.
- To supervise, advise and liaise with existing school staff to develop effective systems for monitoring, reporting on and improving attendance across both partner primary schools.

Key Areas of Responsibility

Students

- Work with students and their families where attendance is a barrier and support them to identify the barriers to attendance and engagement.
- Promote understanding of attendance and the benefits of being in school within the community.
- Build close trusted relationships with students and families to ensure attendance to school is a priority acting as a bridge between home, school and community services.
- Work with individuals and groups of students who are at risk of underachieving due to low attendance.
- Withdraw small groups of students for attendance support.
- Undertake home visits and outreach work for students who have not been seen in a 2-week period and to promote regular attendance and support parents/carers in addressing challenges.
- Monitor student performance and set appropriate targets in line with whole Academy target setting and in conjunction with the attendance team, SLT and classroom teachers.
- Work with staff to promote and develop classroom strategies to support the learning and inclusion of targeted students.
- Support with parental communication and ensuring that key messages are received by families in the local community.
- Create pathways for students with low attendance and coach them to support their attendance to the Academy on a daily basis.
- Provide support for target students during exam periods.
- Maintain accurate records of contact and interventions.
- Provide regular reports and updates to Senior Leaders and external agencies where relevant regarding casework, interventions and impact of engagement and attendance strategies outcomes.

Community

- To act as children's education advocate and to facilitate the educational partnership between home and school, by support, liaison and negotiation; and where conflict arises to give paramount consideration to the interests of the child.
- To work with the Attendance Officer, individual academy attendance officers and other relevant staff on improving whole school attendance to consistently be in excess of national averages, with a specific focus on disadvantaged students.
- Arrange and undertake home visits to school refusers, or young people with persistently poor attendance, implementing strategies to improve their attendance.
- Arrange and attend attendance meetings with relevant leaders, parent and child as necessary. Lead these meetings and set appropriate attendance targets, feeding back to the Attendance Officer.
- To take supportive/remedial action in respect of individual absentees to secure their regular attendance at school or other education provision. To make referral to, to liaise and collaborate
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- in joint work with other practitioners, educational colleagues, local agencies and community groups in relation both to individual cases and aspects of children's general welfare.
- To undertake student intervention with vulnerable groups or support others in doing so.
- At key points during the school year, such as holiday periods, to focus on those students who may struggle with returning to school after a long break and prepare them for the new academic year.
- To attend multi-agency meetings as necessary.
- To maintain appropriate records, prepare assessments and reports; and provide statistics as required.
- Attend parent evenings and community events at the Academy.
- Attend local primary school events.
- To maintain high levels of confidentiality at all times.
- To carry out the above duties in accordance with the Trust's Equality Policy.

Working in Partnership with Primary Schools

- Focus on early intervention in the Primary Phase to support smoother transitions into the Academy.
- Identify pupils that will transition to MA in Year 7 with barriers to attendance and complete bespoke work with them to remove these barriers.
- Work collaboratively with Primary staff to build relationships with these pupils and their families.
- Support families and students in preparing for the secondary phase through targeted interventions.
- Provide continuity of support for identified students as they move across phases.
- Attend, when required, multi-agency and multi-disciplinary meetings.
- Uphold the safeguarding and confidentiality arrangements of the feeder primary school, ensuring compliance to the latest version of Keeping Children Safe in Education (KCSiE)

Other Considerations Relevant to the Role

- The post requires working with flexibility, travelling to and from Academies and other locations as directed, for which the postholder must ensure they have the appropriate business insurance.
- There may be occasion when the postholder is required to work flexibly outside normal contracted hours to meet the needs of the Academy.
- Follow the relevant safeguarding policy of the Academy.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.

Role Description

Supplementary Information

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Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development

Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated workplace policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk

Leading People and Managing Performance

- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.
- To ensure that Leaders receive high quality advice and guidance emanating from area of work/responsibility.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To lead and contribute to the development and delivery of staff and leader training and support across the Academy/Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To provide reports and updates to Leaders and Governors in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

Other Considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- A full driving licence is required
- The postholder is responsible for ensuring they have the appropriate business insurance to fulfil the requirements of the post.
- To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.

Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.