Attendance Officer

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| Position | Attendance Officer | Grade |  |
| Responsible to | Principal/Headteacher, under the daily management and leadership of the Attendance Lead | Responsible for |  |
| Location |  | Hours |  |

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| Job Purpose |
| The post holder will report directly to the Academy/School Lead on Attendance. Your main role as Attendance Officer is to promote and provide an efficient attendance service for the Academy/School. The post holder is also expected to continuously contribute ideas to the design and effective running of attendance. |
| Person Specification |
| Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a ‘can do’ culture which nurtures confident and competent people. |
| Personal Qualities |
| The post holder will need:   * A commitment to safeguarding and promoting the welfare of children and young people. * Willingness to undergo appropriate checks, including enhanced DBS checks. * Motivation to work with children and young people. * Ability to form and maintain appropriate relationships and personal boundaries with children and young people. * Emotional resilience in working with challenging behaviours and attitudes |
| Key Relationships |
| Academy Leadership Team; relevant teaching and associate staff; LA representatives; partner professionals; parents; local community. |
| Safeguarding Children |
| SCHOOL 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 checks.  The person undertaking this role is expected to work within the policies, ethos and aims of the Academy/School and to carry out such other duties as may reasonably be assigned by the Principal/Headteacher. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extracurricular activities, are fulfilled through direct dialogue with employees, contractors and community members.  The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.  The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.  The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually. |

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| Position Responsibilities | |
| Range of Duties | Brief Description of Duties |
|  | To assist in delivering pastoral and attendance support to pupils by recording, monitoring and analysing attendance records. |
|  | Promote good attendance inside and outside of school using a variety of methods. |
|  | Collaboratively work to reduce the percentage of PA (Persistent Absence) and lateness at the Academy/School. |
|  | To keep appropriate staff up-to-date with information. |
|  | To attend and participate in regular meetings and act as minute taker. |
|  | To maintain productive working relationships with pupils, acting as a role model. |
|  | To provide feedback to staff, parents and students in relation to attendance. |
|  | To maintain constructive relationships with parents/carers when exchanging information, facilitating their support for their child’s attendance, access and learning and supporting home to Academy/School and community links. |
|  | To make unsupervised contact with families in response to allocated referrals i.e. home visits and/or meetings in school. |
|  | To assist in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems etc. |
|  | To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. |
|  | To effectively and proactively resolve all issues arising from attendance and in a timely manner continuously analyse data and patterns in relation to absence. |
|  | To contribute to the ethos/work/aims of the Academy/School. |
|  | To maintain and update all necessary records using manual and computerised systems, compiling returns as appropriate. |
|  | To update attendance records. |
| Specific Responsibilities | Brief Description of Duties |
|  | **Daily:**   * Record Parent/Carer Absence calls on the School Information System and ensure that reason for absence and any other additional information is fully documented. * Make phone calls on the first day of absence and send truancy calls. * Record and file medical letters and provide updates as needed. * Administration of School Information System to ensure the register is competed and exclusions recorded accurately. * Email staff who have not completed their registers and refer any repeated non-completion of to the Attendance Lead. * Manage distribution and collation of Holiday Absence Request Letters |
|  | **Weekly**:   * Update Attendance tracker with attendance figures from School Information System. * Generate weekly attendance data every week for the Attendance Lead highlighting attendance trends and patterns and significant group data. * Generate daily, weekly and yearly attendance data using tracker and create year group comparisons from data. * Generate previous Academic/School years attendance comparatives when required. * Link with the Admissions Officer maintaining Student Mobility Data adding and deleting students from roll as appropriate. * Identify students for tutor chats so teachers can challenge students and communicate through absence letters to parents and carers. * Send letters and arrange parental meetings with attendance concerns. |
|  | **Termly / ½ Termly**:   * Work collaboratively with the Lead on Attendance * Produce an attendance board and promotional material for Parents/Open Evening * Send RAG letters to all parents with up to date attendance figures |
|  | **Other**:   * To assist with the efficient running of the office and undertake general office duties/ assisting as required and ordering equipment and resources when needed. * Maintain clear expectations, high standards of professionalism and collaboration to meet the Academy/school needs |

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| **Qualifications** | Essential | Desirable |
| Educated to GCSE level including English and Maths at Grade C or above, or equivalent qualifications | ✓ |  |
| The ability to write a good standard of literacy to include excellent report writing skills | ✓ |  |
| A relevant degree |  | ✓ |
| **Experience** |  |  |
| At least one year’s related experience of work within a school attendance related service. |  | ✓ |
| Working with children, young people, parents and families preferably within an educational context. | ✓ |  |
| As a part of a team, as well as on your own initiative. | ✓ |  |
| Working with professionals from other agencies and in multi-agency  context. | ✓ |  |
| Using IT systems to compile reports as well as analysing statistical data for monitoring purposes. | ✓ |  |
| **Knowledge** |  |  |
| School systems and an understanding of the issues affecting truancy and non-school attendance. | ✓ |  |
| Demonstrate an understanding of issues linked to confidentiality. | ✓ |  |
| Demonstrate knowledge of attendance regulations. |  | ✓ |
| Demonstrate an understanding of issues that may affect a student’s ability to attend school. | ✓ |  |
| **Skills** |  |  |
| Ability to communicate effectively both orally and in writing especially with students, parents, school staff, LEA, social workers and other  professionals. | ✓ |  |
| Ability to use IT systems effectively to produce reports, record information and monitor outcomes for individuals and groups. | ✓ |  |
| Ability to persuade and negotiate as well as good interpersonal /  communication skills. | ✓ |  |
| Able to use own initiative and work alone when necessary. | ✓ |  |
| Ability to overcome communication barriers with children and students. | ✓ |  |
| Ability to listen effectively. | ✓ |  |
| Ability to maintain accurate and up to date records. | ✓ |  |
| Ability to meet tight deadlines and plan and manage own time effectively. | ✓ |  |
| Demonstrate an ability to cope with stressful / conflict situations. | ✓ |  |