

JOB DESCRIPTION	
<b>Job Title</b>	<b>Attendance Assistant - SEND</b>
<b>Salary Scale</b>	<b>Grade 4 – Pt 11 to 14</b>
<b>Hours of Work</b>	<b>27.5 hours Term Time plus 1 week</b>
<b>Responsible to</b>	<b>Assistant Principal: Safeguarding &amp; Attendance (DSL)</b>

## VISION AND PURPOSE

Our vision is to create a school system where every child thrives, regardless of background. Our people are at the heart of our approach – they are our greatest asset. We exist to provide the best learning opportunities every day, in every school for every child. It is the people and teams in our academy who make this a reality and ensure we have the greatest impact.

The key purpose of this role will be to work closely with families, staff and external agencies to remove barriers to achieving excellent attendance and therefore improve outcomes for all students with additional SEND needs.

## KEY RESPONSIBILITIES

- Build and maintain positive, professional relationships with families to improve attendance and engagement.
- Provide clear guidance, support and appropriate challenge to parents/carers.
- Working with the year teams and SEN department to ensure students are rewarded and recognised.
- Acting as the key adult that students can go to for support.
- Responsible for the Academy's electronic attendance database (Arbor), including maintenance and monitoring of the attendance records and absences in line with legislation and regulations.
- To complete and publish daily and weekly attendance data for the whole academy.
- Make first day telephone contact with parents/carers.
- Action first day home visit if no response via telephone contact
- Liaison with staff to follow through incomplete registers, anomalies and reasons for absence.
- Responsibility for producing lists, information and running reports relating to attendance data (including missing marks), as requested.
- Liaison and communication with the Vice Principal, Head of Year and Pastoral Officer regarding absence and attendance codes.
- Identify patterns of absence on registers and assist key staff to resolve.
- Provide Heads of Year (HoY) with data to support meetings and reviews with attendance target students.
- Completion of referrals for Fixed Penalty Notices (FPN)
- Support pastoral staff to communicate clearly to parents/carers the attendance expectations and procedures of the academy.
- Monitor and track the attendance of different groups of students across the academy.
- Analyse absence data and communicate trends, patterns, and gaps to relevant staff to enable identification and tracking of pupil attendance.
- Take a proactive approach to addressing persistent absence (PA)
- To generate letters to inform parents/carers for students who fall below target attendance.
- To generate letters to parents/carers for students with 100% attendance or exceptional improvement.
- Compilation and maintenance of the academy's attendance data profile, including reasons for absence, and vulnerable groups at risk of absence.
- Complete home visits where required.
- To support the delivery of parent education workshops with SLT and pastoral lead.
- Liaison with the Vice Principal to ensure that correct procedures for leavers, starters and those opting for elective home education are followed.
- Liaising with the Local Authority Educational Welfare Service regarding at risk attenders.
- To support designated lead staff to promote excellent punctuality and to address punctuality concerns.
- Carry out appropriate administrative duties as required by the Principal.
- Attend events as and when required, e.g. Options Evenings, Open Evenings and Parents' Evenings
- Attend training sessions and meetings appropriate to the role, when requested by the Principal, Senior Leadership Team and DSL
- 1 week of work outside term time to be determined and agreed by the Line Manager – this may include supporting at student-based evening events or additional staff training events

- To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine

All adults at Ormiston Victory Academy are expected to:

- Actively promote the academy's positive and inclusive ethos and values
- Subscribe to the priorities within the Academy Improvement Plan
- Play a full part in the life of the school community
- Comply with and promote the academy's corporate policies including, but not restricted to, Health and Safety, Child Protection, Safeguarding and Data Protection
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

## PERFORMANCE MANAGEMENT

All employees will participate in the Academy's arrangements for performance management, professional development and any arrangements for quality assurance and internal verification.

## CONTEXT

All colleagues are part of a whole academy team. Each individual is required to support the values and ethos of the Academy and the priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

## PERSON SPECIFICATION

### Qualifications

- Level 3 qualification or equivalent
- Secure knowledge of and application of using Management Systems
- Has recent, relevant experience in a similar role
- Experience of working in an educational setting (Desirable)

### Knowledge and skills

- Ability to communicate effectively, both orally and in writing, with a range of audiences
- High level of competence in ICT applications
- Ability to build and develop working relationships with colleagues, students and parents/carers
- Experience of working with young people from a range of backgrounds to empower them to help themselves
- Proven administrative and organisational skills
- An understanding of the importance of student safeguarding and how this can be applied to this role
- Has a sound understanding of data and is able to identify patterns of concern / success
- Has the ability to work with parents, external agencies and the wider community
- Is determined to promote a culture that celebrates success in line with the academy principles
- A commitment to, and understanding of, the wider aspects of student development

### Personal Qualities

- Has the ability to work on own initiative and as part of a team
- Is meticulous and pays attention to detail with all matters relating to attendance and attendance data
- Is approachable, adaptable, reliable, flexible, entrepreneurial, and assertive
- Has an understanding around issues which are confidential or require diplomacy
- Is flexible, able to work under pressure and meet deadlines

### Other

- This post is subject to an enhanced Disclosure and Barring Service check.

**Ormiston Victory Academy is committed to safeguarding and expects all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check**

<b>Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

This job description will be subject to review and may be modified or amended at any time after consultation with the post holder.