

Job Description

Post Title:	Attendance Officer
Location:	Farnborough Spencer Academy
Salary/Pay Range:	NJC18-22
Hours of work:	Full Time (37 hours a week) - Term time only
Reporting to:	Attendance Lead

Purpose of Role

- Manage and lead an attendance programme with measurable and effective improvement strategies. Planning, developing and monitoring student attendance and punctuality with a view to reducing the numbers of students persistently absent from school, increasing overall levels of attendance, with a focus on key groups.

Main Duties and Responsibilities

- Liaise with staff, parents, pupils, external agencies and other professionals in matters related to attendance of pupils.
- Support the Senior Leadership Team to assist the Academy in meeting its statutory obligations and attendance targets particularly in relation to persistent absence.
- Promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
- Support the analysis of attendance data to maximise student attendance.
- Under the guidance of the Assistant Principal, identify and introduce effective attendance and punctuality improvement strategies.
- Responsibility for a response system for failing or poor attendance and punctuality including the development of first day contact procedures for absent students.
- Develop innovative and new ways of encouraging families to make attendance at the Academy a top priority.
- Responsible for challenging condoned absence including the responsibility for coordinating home visits to investigate and challenge non-attendance.
- Develop and maintain effective and productive working relationships with all agencies in relation to attendance.
- Keeping abreast of new government and local authority innovations relating to attendance and ensure all resources available are used and are effective.
- Manage the referral systems for Education Welfare Service and formal non-attendance procedures.
- Work with appropriate staff to develop individual action plans to improve attendance of individual students where their attendance gives cause for concern.

- Work to raise the profile of improved attendance throughout the Academy as directed by the Assistant Principal.
- Responsible for ensuring the timely submission of relevant information to the pastoral teams, SLT, Governing Body and other outside agencies.
- Responsible for all enquiries relating to attendance – students, parents/carers and staff.
- Record, analyse and prepare documents for court procedures where the Academy has decided to take action against poor attendance and punctuality, attend and give evidence where necessary.
- Support the Assistant Principal and pastoral and safeguarding teams with the information required to open student attendance CAFs.
- To attend and provide information to the regular inclusion meetings.
- Develop specialist knowledge of attendance issues and best practice and provide advice and guidance to the SLT on matters relating to attendance.
- Interpret matters of policy and statute to ensure the Academy's compliance and initiate appropriate action where necessary under the guidance of the Assistant Principal.
- Develop expertise in all processes and procedures for the purpose of raising standards.
- Follow the school's attendance policy.
- Notify the Assistant Principal of any concerns regarding individual pupil attendance in a timely manner.
- Respond appropriately to pupil requests for leave during the school term.
- Receive registers and record attendance and absence explanations accurately on SIMS.
- Monitor attendance and use SIMS to generate letters requesting medical evidence and warning parents of the consequences of poor attendance when appropriate.
- Contact parents if an explanation for absence is not received.
- To complete visits to the family home as part of Academy absence procedures.
 - Holds a valid UK driving licence.
 - Has access to their own vehicle.
 - Is able to apply for Business Insurance for their vehicle.

General

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.

- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Person Specification

Person Specification		Attendance Officer
	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> • educated to a good standard • English and Maths to GCSE grade C or beyond 	<ul style="list-style-type: none"> • childcare or youth work qualification
Experience	<ul style="list-style-type: none"> • ability to input, interpret and analyse data • knowledge of a variety of ICT applications including Excel • experience of working successfully and co-operating as a member of a team • office experience of at least 2 years 	<ul style="list-style-type: none"> • knowledge of SIMS (School Information Management System) or other Management Information Systems • worked in a school /academy environment
Professional Values	<ul style="list-style-type: none"> • be sympathetic to the Academy's ethos and aims and meet the expectations of the leadership and governing body • establish and maintain good professional relationships with pupils, parents and colleagues • adopt a flexible approach to working 	<ul style="list-style-type: none"> • demonstrate a willingness to contribute to the life and development of the school

<p>Knowledge and understanding</p>	<ul style="list-style-type: none"> • be confident in the use of Excel, Word, email and database programs • understand the statutory responsibilities in relation to school attendance • understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion 	<ul style="list-style-type: none"> • experience of working with school management programmes
<p>Skills</p>	<ul style="list-style-type: none"> • excellent organisational and time management skills • ability to plan and implement systems and processes • establish and develop appropriate relationships with pupils, parents, governors and colleagues • ability to handle sensitive issues relating to children and staff, maintaining confidentiality, discretion and sensitivity at all times • excellent communication skills, both verbal and written at all levels to a variety of audiences e.g. pupils, staff, parents, visitors • promote a positive working environment • be able to prioritise workloads • be able to work under pressure and meet deadlines • produce accurate work • be able to use initiative 	<ul style="list-style-type: none"> • Previous involvement within an Attendance Team/Education Welfare Organisation.
<p>Personal characteristics</p>	<ul style="list-style-type: none"> • knowledgeable and highly competent • punctual • approachable and empathetic • creative and enthusiastic 	

	<ul style="list-style-type: none">• organised and resourceful• committed• of smart appearance	
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