

Job Description – **Attendance Assistant**

Job Title: Attendance Assistant

Responsible to: Attendance Officer

Salary Scale and Point: Grade 4, Point 11-14

Contracted Hours: Term Time Only, 27.5 hours per week (Monday to Friday, 8.30am – 2.30pm, hours negotiable)

Purpose of the Job

The Attendance Assistant will work under the direction of the Attendance Officer to promote good attendance, reduce persistent absence and support vulnerable pupils and families. The role will be heavily focused on building positive relationships with families through home visits and welfare checks, helping to identify and remove barriers to school attendance.

The postholder will act as a key link between the academy and families, supporting a culture where attendance is prioritised and every child is safe, engaged and able to access education regularly.

Key Responsibilities

Family Engagement and Home Visits

- Conduct home visits in the local area to support pupils whose attendance is causing concern.
- Build positive and professional relationships with pupils, parents and carers.
- Undertake Safe and Well welfare checks where attendance concerns indicate the need for additional support.
- Provide information, advice and signposting to families to help overcome barriers to attendance.
- Record visits and outcomes accurately, ensuring all information is shared with the Attendance Officer and relevant academy staff.

Attendance Monitoring

- Complete first-day absence calls and follow up unexplained absences in line with academy procedures.
- Support the identification of attendance patterns and emerging concerns.
- Escalate safeguarding or welfare concerns promptly in accordance with academy safeguarding procedures.
- Assist in monitoring attendance data and maintaining accurate records.

Academy-Based Support

- Support the daily operation of the academy's late gate procedures.
- Meet and engage with pupils arriving late to school, recording reasons for lateness where appropriate.
- Promote positive attendance messages to pupils and families.

Legal Intervention Support

- Assist the Attendance Officer in compiling attendance evidence and documentation for legal interventions.
- Maintain accurate records of communications, visits and interventions.
- Prepare attendance case files and supporting documentation as required.
- Ensure all records are maintained in accordance with data protection and academy policies.

Safeguarding and Welfare

- Maintain a strong awareness of safeguarding responsibilities and statutory guidance.
- Report any safeguarding concerns immediately through the academy's safeguarding procedures.
- Contribute to multi-agency working where required.
- Help ensure vulnerable pupils remain visible and supported.

Professional Development

- Willing to undertake any necessary professional development and training.

General

- Be aware of and comply with all trust and school policies and procedures particularly relating to safeguarding, child protection, equal opportunities, health and safety and security, confidentiality and data protection; reporting all concerns to an appropriate person.
- Carry out all duties with regard to the school's policies and codes of conduct.
- Set high expectations of conduct, whilst acting as a good role model for others.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description.

This job description will be reviewed annually and the head teacher reserves the right to alter the content of the job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Fluency in English The post is covered by Part 7 of the immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Person Specification 	
Education and Qualifications	Essential • Full UK driving licence and access to a vehicle for work purposes. • Good verbal and written communication skills • Good IT skills, including use of Microsoft Office applications.
Experience	Essential • Experience of working with children, young people or families. • Ability to manage sensitive and confidential information appropriately. • Strong organisational and record-keeping skills. • Understanding of the importance of school attendance and punctuality. • Ability to work independently while following direction from the Attendance Officer. Desirable • Experience of attendance, pastoral, education welfare or safeguarding work. • Knowledge of attendance legislation and statutory guidance. • Experience of working within a school or academy environment. • Understanding of barriers affecting school attendance.
Skills and attributes	Essential • Empathetic, approachable and resilient. • Ability to build positive relationships with a wide range of stakeholders. • Confident in having professional conversations with parents and carers. • Able to manage challenging situations calmly and sensitively. • Ability to maintain accurate records and reports.



	• Commitment to safeguarding and promoting the welfare of children. • Ability to travel regularly throughout the Walsall area.
--	--