



Person Specification
Airedale Infant Academy & Airedale Junior Academy
Attendance Improvement Officer

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Willingness and ability to undertake Designated Safeguarding Lead training. Ability to show appropriate training/experience relevant for this post. Hold a full clean UK driving licence, with access to your own car with business insurance cover. 	<ul style="list-style-type: none"> DSL Training. Level 3 or above qualification.
Skills and Abilities	<ul style="list-style-type: none"> Ability to assess the needs of the family to enable the child access to the academy. Ability to engage with pupils and parents at an appropriate level in order for them to build positive relationships. Ability to deal with difficult situations in a calm and professional manner. Ability to analyse data to compile detailed, accurate and constructive reports to a variety of recipients at different levels of authority. Ability to prioritise workload to the benefit of the child and work flexibly around the child and the family. Computer literate to an intermediate level on Microsoft Office Packages. Excellent communication skills with all stakeholders. Have exceptional negotiation, communication and interpersonal skills with staff, pupils and parents. Ability to multi task and adapt to ever changing priorities. Have proven organisational, time management and problem-solving skills. 	<ul style="list-style-type: none"> Working knowledge of School Management information systems. Experience of working within the EBSA framework. Knowledge of safeguarding procedures in schools.



Knowledge & Experience	<ul style="list-style-type: none"> • Experience of working with families with complex needs. • Expert knowledge of support agencies and the roles they play to support children and families. • Experience of previously working with external agencies and ability to provide evidence of positive outcomes. • Experience of dealing with conflict and ability to provide evidence of positive outcomes to those situations. • Understand and adhere to the confidentiality and data protection regulations imposed legally and by the Academy. • Working knowledge of equal opportunities. • Expert knowledge of child protection procedures and experience of working within the statutory requirements. • Working knowledge of all Local Authority procedures and relevant legislation in relation to the safeguarding of children. • Working knowledge and a deep understanding of the impact within the family and the child when factors such as Child Development issues, cultural differences and other social factors etc. are not satisfactorily addressed. • To keep up to date with changes and information from Wakefield Safeguarding Children's Partnership. 	<ul style="list-style-type: none"> • Experience of working in the area of educational welfare. • Working knowledge of all legislation in relation to pupils' welfare. • Knowledge of local authority procedures regarding team around the school and common assessment procedures. • Working knowledge of all local authority procedures and relevant legislation in relation to attendance and elective home education.
Beliefs, Values and Personal Qualities	<ul style="list-style-type: none"> • Highly confidential, highly professional. • Energy, enthusiasm and drive. • Ability to work under pressure. • Sensitivity and approachability. • Flexibility and adaptability. • Team Player. • Excellent role model for young people. • A sense of humour. • Willingness to support and contribute to Academy events in and out of the opening hours of the Academy. • Committed to providing the best for all pupils. 	



Job Description
Attendance Improvement Officer

RESPONSIBLE TO	Assistant Headteacher
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MAIN AREAS OF RESPONSIBILITY

- Significantly contribute to the safeguarding and promotion of the welfare and personal care of children and young people.
- Develop and maintain effective working partnerships with parents and carers for the benefit of the education of the child, identifying barriers to attendance and possible solutions.
- Provide accessible information, explanation and guidance and if/when required engage external agencies to support the families of those children that the post holder is supporting.
- Work collaboratively with a variety of external agencies and take responsibility for the completion of all relevant documentation required.
- Develop and maintain professional competence and ethical practise.
- Develop relevant policy and practise in line with legislation and overall aims of the Academy.
- Ensure that the Academy attendance policy is followed, implementing the necessary waves of intervention in line with your role.
- To promote excellent levels of attendance across the Academy.
- To be responsible for monitoring and improving the attendance of a targeted cohort of pupils.
- To identify pupils who display EBSA and work with them and their families to signpost support.
- To be a part of the academy safeguarding team.

Key Tasks

- Ensure systems are updated for admissions and pupils enrolling at other educational settings.
- Focus on early intervention and prevention leading to improved outcomes for the targeted pupil.
- Track pupils who fail to attend the Academy frequently.
- Aid the smooth reintegration of pupils who are returning to school after persistent/long term absence.
- Track pupils when the pattern of absence is out of character for that pupil.
- Use computer software to analyse patterns of attendance.
- Assess problems and identify solutions by working closely with pupils, parents and carers.
- Prepare detailed reports on pupils' attendance and submit to appropriate agencies who may be able to offer support to the family and child.
- Support Senior Designated Safeguarding lead as directed.
- Promote child safety in line with the Children Act and contribute to child protection and safeguarding procedures, including input into pupil risk assessments where necessary.
- Provide analysis as required of all attendance and pupil mobility data.



- Work as part of the TAS meetings and provide relevant information to school and external colleagues for individual case or planning meetings.
- To undertake home visits for targeted pupils.
- To ensure that accurate records are maintained in relation to all matters relating to the attendance of the targeted cohort.
- Collect evidence and keep accurate records for court reports and prepare case notes for prosecution.
- To produce reports and updates as required to key staff.
- To liaise with the Academy Leadership Team and relevant pastoral colleagues.
- To hold weekly focal meetings with key pastoral staff/Senior Leader for attendance.
- To carry out focus work with cohorts of referred pupils from pastoral teams.
- To hold and organise necessary attendance meetings.
- To maintain links with outside agencies.
- To communicate with parents/carers and other agencies as is necessary.
- To liaise with secondary schools at the point of transition from primary to secondary regarding attendance information.
- To work, where necessary, with the local authority to support attendance improvement and attend authority education welfare meetings.

Data Protection and Safeguarding

- To work and process personal and sensitive information in accordance with the Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To ensure that you are kept updated with the requirements of Keeping Children Safe in Education and have responsibility for promoting and safeguarding the welfare of children and pupils.

Health and Safety

- Where appropriate, undergo basic first aid/health and safety training and update courses.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the Academy's implementation of all current statutory requirements, e.g., The Equalities Act and Child Protection legislation.

Continuing Professional Development

- Keep up-to-date and informed on changes to legislation, and roles and responsibilities.
- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in attendance intervention which may lead to improvements in provision.
- Undertake any necessary professional development as identified in the Academy/Trust Development Plan, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.



Candidates must also be willing to undertake any other responsibilities requested by the Headteacher.