

## SUPPORT STAFF: JOB DESCRIPTION & PERSON SPECIFICATION

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| <b>Position Title</b> | Attendance Officer                  |
| <b>Reporting to</b>   | Assistant Principal                 |
| <b>Hours</b>          | 37.5 per week for 39 weeks per year |
| <b>Grade/Point</b>    | D 8-12                              |

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

### Job Purpose:

- The Attendance Officer will work alongside key staff in school and across other agencies and organisations (such as the Local Authority, Education Welfare Service, and SOL Attendance) to promote the highest standards of student attendance, ensure levels of absence are low, and work with children and families to support the assurance of excellent attendance.
- The Attendance Officer will drive attendance to targets set by the College Senior Leadership Team, DMAT, and Local Authority representatives, so that students are able to effectively access learning and make excellent academic progress.
- The Attendance Officer will demonstrate the drive and initiative to work in an independent and flexible manner where management of workload and personal organisation will be vital skills.
- A good working knowledge of how to deal with more complex and challenging situations will be necessary.

The Attendance Officer will thus:

- Promote and support high levels of attendance to support students in achieving their full academic potential.
- Promote a strong and resilient attendance and punctuality culture across the College community, amongst staff, students, and families.
- Form and foster strong relationships with parents/carers.

### Main Duties and Responsibilities:

- You will be responsible for Instilling high expectations of attendance amongst students, staff, and parents and carers, keeping attendance a high-profile element of the College's collegiate work.

The role holder will be adaptable and resilient, ready to undertake a diverse range of tasks including the following:

- Instilling high expectations of attendance amongst students, staff, and parents and carers, keeping attendance a high-profile element of the College's collegiate work.

- Ensuring equitably high rates of attendance across student groups, particularly of disadvantaged students and students with SEND, in relation to regional and national rates of attendance.
- Monitoring the attendance of student groups, against the Attendance 'diamond' of five categories of intervention.
- Ensuring equitably high rates of attendance across student groups, particularly of disadvantaged students and students with SEND, in relation to regional and national rates of attendance.
- Identifying and working with individuals and groups of students to improve attendance, where necessary.
- Implement and follow school attendance and punctuality policy.
- Ensure all registers (AM and PM periods) are completed daily, and that no missing marks or unexplained absences remain at the close of each day.
- Remind any necessary staff to complete registers, monitoring non- or late completion, and inform the member of staff responsible for Attendance of any persistent concerns for action.
- Working closely with parents/carers and students to improve levels of attendance, where necessary.
- Collating information about the attendance of students who may be experiencing attendance difficulties in order to inform the College, the Education Welfare Service, and parents and carers.
- Ensure that escalating interventions are undertaken, recorded and monitored for impact.

### **Data Protection / General Data Protection Regulations Compliance**

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment.

## Person Specification

| CRITERIA                                 | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | DESIRABLE                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Professional Qualifications and Learning | <ul style="list-style-type: none"> <li>• 5 GCSEs at grade C/4 and above, or equivalent; Including English &amp; Maths</li> <li>• Commitment to participate in training/development as/when identified by line manager as essential to the role</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• First aid qualification</li> <li>• NVQ Level 4 or equivalent</li> </ul>                                                                                                                                                                                                              |
| Experience                               | <ul style="list-style-type: none"> <li>• Good understanding of IT systems including Email, Spreadsheets and Word Processing</li> <li>• Demonstrable awareness of legislation relating to attendance</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>• Knowledge of working databases</li> <li>• Office based experience</li> <li>• Experience of working in school setting</li> <li>• Working with Microsoft Office applications.</li> </ul>                                                                                               |
| Skills                                   | <ul style="list-style-type: none"> <li>• Ability to communicate effectively, verbally and in writing</li> <li>• Excellent grammatical, spelling and punctuation skills.</li> <li>• Ability to manage time effectively</li> <li>• Ability to work on own initiative and to meet deadlines</li> <li>• Ability to work effectively as part of a team and work collaboratively</li> <li>• Strong organisational and planning skills</li> <li>• Ability to relate well to other professionals, parents and young people</li> <li>• Ability to display an understanding of social/welfare issues as they affect children, families, and schools</li> <li>• Ability to deal with difficult situations</li> </ul> | <ul style="list-style-type: none"> <li>• Ability to solve problems and find creative solutions</li> <li>• Ability to prepare and write reports and produce factual and statistical information as required</li> <li>• Experience in working within statutory/voluntary agencies dealing with children and families</li> </ul> |

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| <p>Personal Qualities</p> | <ul style="list-style-type: none"> <li>• Calm under pressure with a flexible and adaptive and highly professional approach to their work</li> <li>• Reliable and trustworthy</li> <li>• Embodies the Trust's vision and values</li> <li>• "Can do" attitude</li> <li>• Friendly persona</li> <li>• Awareness to and commitment to equality</li> <li>• Displays understanding &amp; commitment to the protection and safeguarding of children and young people</li> </ul> | <ul style="list-style-type: none"> <li>• Committed to personal and professional development.</li> </ul> |
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Dartmoor Multi Academy Trust is an equal opportunity employer.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

You will have undertaken an Enhanced Disclosure via the Disclosure Barring Service (DBS).

Signed.....

Dated.....