

## **Job Description**

### **Attendance, Behaviour, Intervention Officer (with responsibility for attendance) The Hemel Hempstead School**

**Grade:** H5

**Hours:** Term-time only. 32.5 hours per week and INSET

**Responsible to:** ABI Coordinator & Assistant Headteacher.

#### **Job Purpose**

- To be responsible for maintaining, monitoring and supporting excellent school attendance for all students.
- To work with students, parents, our Pastoral team and the Trust Attendance Manager.
- To work as part of the ABI team to provide general administrative support when required.

#### **Main Areas of Responsibility**

- The completion of AM and PM Registers using Bromcom to ensure accurate recording.
- Leading safeguarding checks and home visits in relation to non-attendance.
- The first point of contact for all registration issues within the school.
- To follow up all absences with the First Day response system.
- To ensure prompt resolution of unexplained absences.
- Liaise with the ABI coordinator and Assistant Headteacher to improve attendance.
- Produce attendance reports when required by Pastoral team.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection.
- Complete HCC attendance documentation.
- Produce attendance letters.
- Providing mental health support and early intervention for students when attendance is affected.
- Support the ABI team with general administrative tasks as required.

#### **Knowledge, Experience, Skills and Training**

- A commitment to the best interest of our young people.
- The ability to communicate effectively and build relationships with children and adults.
- Experience of working within a busy environment and the ability to manage time.
- The ability to work as part of a team, with an understanding of school roles and responsibilities.
- Be able to use initiative to prioritise tasks and work independently without supervision.
- Be able to work under pressure maintaining a professional, calm and consistent approach when dealing with students, parents and staff.
- The ability to identify and respond effectively to safeguard children.
- Competent IT skills using software such as Word, Excel, Bromcom and CPOMS is an advantage.
- The ability to develop through training is essential and training will be given as required.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.