



Attendance Officer



Harbour
Learning
Trust

Job Description: Attendance Officer

Purpose of Post

- To support and promote excellent student attendance and punctuality and address issues surrounding student attendance including parental meetings, writing reports and presenting data.
- Work with families to promote parental engagement and organise parent / family support classes and initiatives as agreed with the Principal.

Contract Type: Temporary (Maternity Cover)
Salary: Scale 5, point 12-17 £28,598-£31,022 (FTE)
Actual Salary £24,566-£26,648
Hours: 37 hours per week Term Time + 5 days
Reports to: Academy Principal
Location: Healing Academy

Main duties and responsibilities

- To monitor student attendance, through the examination of attendance registers.
- To keep accurately, up to date records of all casework.
- To send messages to parents where school has not been informed of absences.
- To prepare reports relating to the attendance and / or punctuality of individual students and groups of students.
- To provide information, advice and guidance to parents / carers on matters relating to school attendance in order to provide a 'first day response' to attendance issues.
- Undertake home visits as required.
- To liaise with school staff, specifically the Vice Principal, form tutors, learning managers and administration staff relating to the information received.
- To liaise with other agencies as appropriate on matters relating to attendance.
- To attend meetings as required.
- To develop and maintain a knowledge of current legislation relating to school attendance.
- To complete and coordinate all paperwork for School Attendance Panels.

Health and Safety

- The post holder has a duty to comply with the requirements of the Health and Safety at work and safe working practices.
- Ability to maintain appropriate levels of security in all working areas.

GDPR

- The post holder is required to comply with the GDPR regulations and maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

General Duties

- Undertake word processing and other ICT based tasks.
- Take notes at meetings when required.
- Undertake administrative procedures and duties as required.
- Undertake similar duties commensurate with the level of the post as required by the Executive Principal and Principal.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Harbour Learning Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Attendance Officer

Specification

Essential

Desirable

<p>Qualifications & Training</p>	<ul style="list-style-type: none"> • 5 GCSE's or equivalent, including English and Maths • Willingness to obtain and / or enhance qualifications and training for development in the post • Up to date training on safeguarding • Full driving licence 	<ul style="list-style-type: none"> • First degree or NVQ Level 4 in social work, teaching, counselling, psychology or youth and community work or other work related to work with children and/or relevant experience • Evidence of relevant continuous professional development and training
<p>Knowledge & Skills</p>	<ul style="list-style-type: none"> • Knowledge of current legislation, guidance and developments relating to the area of attendance. • Experience in communicating to a range of audiences and providing learning activities and programmes • Experience in school management systems ie CPOMS 	<ul style="list-style-type: none"> • Experience of working in the education system and in multi-agency settings
<p>Professional knowledge & understanding</p>	<ul style="list-style-type: none"> • Understanding of accurate record keeping and report writing • An understanding of how to ensure procedures are systematically followed resulting in high quality, accurate outcomes and reports • Ability to develop options and alternatives that will enable children and young people to engage. • Knowledge of current educational practice, the learning process and an awareness of relevant curriculum areas • Knowledge of safeguarding principles and legislation 	
<p>Skills</p>	<ul style="list-style-type: none"> • Excellent communication and listening skills • The ability to operate with absolute discretion and confidentiality at all times. • Ability to undertake assessments and write reports to a high standard • Ability to build effective working relationships with parents, external agencies, children and colleagues at all levels, in order to achieve maximum engagement by all to support the pupil in achieving their full potential • Ability to support children and young people through the learning experience and maximise their contribution, achievement and aspirations. • Ability to work in the operational and reactive spaces, whilst simultaneously working strategically and proactively 	
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Ability to work individually or as part of a team • A flexible approach and a strong work ethic • Able to manage competing priorities • High integrity • Ability to work in a confidential manner with a range of stakeholders • Builds trusted working relationships • Commitment to the DANCE values 	

Harbour Learning Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. We passionately believe that every child should receive the very best education that prepares them fully for the future