

Job Description

Post: Attendance Officer and SEND Administrator

Responsible to: Headteacher/Deputy Headteacher/ SENDCO

Core Purpose

To improve school attendance through the effective working with pupils, families, pastoral support teams and other agencies, analysing data to guide interventions and evaluating their impact.

To assist in managing SEND administration through using the school's agreed processes for Special Educational Needs

Responsibilities

- To have oversight for the day-to-day management of all absence and attendance issues, escalating this as appropriate to the relevant senior staff
- To support administration staff in being responsible for successfully managing pupil absence and reporting each day, ensuring appropriate action is taken and escalated as appropriate
- To maintain a range of school records and data relating to pupil attendance records.
- To respond to requests for such data from a range of staff in the school and assist in the interpretation of such data and information.
- To work with Class Teachers to supply accurate pupil attendance data.
- To monitor and track data around attendance and attainment and to use this data to support identified groups of vulnerable young people to show an improvement in these areas.
- To monitor and evaluate attendance and punctuality data (daily, weekly, half-termly and termly) to review the success of the academy policies and initiatives to improve the attendance and punctuality of students where this is of concern, including in supporting arranging letters and discussions with parents/carers and producing achievement certificates where required
- In cases of poor attendance and / or welfare issues, to be proactive in assessing the situation and liaising with the appropriate professionals when pupils may need additional support.
- To offer general advice to parents on attendance matters.
- To maintain regular contact and establish constructive relationships with families/carers of children in need of extra support, to keep them informed of the child's needs and progress and to encourage positive family support and involvement.
- To proactively maintain and develop contacts with other statutory and voluntary agencies.

- To network with internal and external health/support agencies on a regular basis.
- To liaise with a range of health and support agencies with a view to seeking advice and support on behalf of students with specific concerns which may affect their attendance at school, under the direction of a member of the school management team.
- To work with the school leadership team, teaching staff and the relevant REAch2 central team so as to contribute to the review and development of school policies and processes relating to attendance management, ensuring adherence to DfE guidelines and consideration of the success of the school's existing policies and processes.
- To evaluate the success of support initiatives with regard to school attendance problems and to produce reports on student attendance on a regular basis.
- To liaise with schools' staff, EWO, Social Services, Health and Family Support services as appropriate to identify pupils at risk of disaffection.
- To have knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for pupils.
- To network with countywide learning mentors, parent support advisers, family support workers and the Education Welfare service to share best practice.
- Update manual and computerised SEND record/information systems
- Support the SENDCO to update and maintain the SEND school register
- To co-ordinate Children Looked After PEP's including maintaining appointments, the completion of appropriate paperwork
- To operate and maintain (electronic and hard copies) an effective system for filing of all SEND documents, ensuring that all legal data record requirements are maintained
- To generate SEND information from our school database and other monitoring systems
- To support the production of the Annual Reviews, PEPs, and other statutory paperwork requested by external agencies.

Page 3 of 3