

## **Attendance Officer job description**

**Grade:** H7-19

**Hours:** 37 p/w

**Working hours:** Mon-Thurs 8am-4pm, Fri 8am-3.30pm

**Reporting to:** Assistant Headteacher with oversight of attendance

**Working with:** Student Support Services Manager, Attendance and Behaviour administrator, other relevant Assistant Headteachers

### **Main purpose**

To monitor whole school attendance (years 7-13), assist in the promotion of high levels of attendance and punctuality of students within the school, as well as identify and implement intervention strategies to address and continually improve individual attendance and punctuality, and maintain accurate electronic records on behalf of the school. To work closely with students, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.

### **Duties and responsibilities**

#### **Administration**

- Ensure daily attendance registers (both registration and lessons) are accurate and complete, and follow up with staff members about any missing or incomplete data
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures. Initiate and oversee the administration of absence procedures, for example, texts, emails, calls, letters home, attendance clinics and engagement with local authorities/other external agencies and partners
- Manage the process of issuing penalty notices and Notices to Improve to parents/carers along with Elective Home Education process.
- Maintain accurate records of communications with parents/carers and relevant interventions. This includes communication about planned absences.
- Liaise with the Assistant Headteacher for decisions regarding planned absences and their authorisation.
- Build and refresh knowledge of the school's MIS and other relevant systems
- Maintain accurate student attendance records using the relevant attendance codes.
- Use current attendance systems in place to ensure that every student's whereabouts is known during the school day. Responding to on-call missing alerts, managing the triage process for missing students, including physically looking for students if necessary.
- Provide accurate daily and weekly attendance and lateness reports to Heads of Year, SLG and other relevant colleagues.
- Liaise with outside agencies, parents/carers, social services, other schools and/or organisations in relation to information on student attendance.
- Completing local authority returns for 10 day, 15 day and other absence paperwork
- Assist in the completion of accurate statistical returns regarding student attendance as required by the school, governors, local authority and DfE i.e. Census.
- Maintain the monthly/weekly attendance tracking spreadsheet.

## **Monitoring and reporting**

- Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern as requested
- Track attendance of vulnerable groups of students and share information with school leaders
- Identify students that need additional support to improve their attendance or punctuality and coordinate the student services support response for these students.
- Work with school leaders to identify appropriate interventions to improve attendance or punctuality for particular groups or individual students
- Lead daily or weekly check-ins to review progress and the impact of support/interventions
- Work with school leaders to develop and revise the school's attendance policy
- Implement children missing education (CME) procedures when appropriate
- Provide regular reports to Heads of Year and SLG to raise awareness of emerging at-risk students
- Identify, implement and monitor the impact of intervention strategies to address poor attendance
- Provide the teacher with attendance information for parents/carers requesting holidays during term time
- In conjunction with the Data Manager, implement procedures related to Elective Home Education.

## **Working with parents/carers**

- Coordinate meetings with students and parents/carers to implement interventions and track progress
- Build positive relations with parents/carers to encourage family involvement in their child's attendance
- Identify, and where possible, mitigate potential barriers to attendance in partnership with families
- Co-ordinate and carry out home visits, where necessary, to address attendance concerns for individual students

## **Professional development**

- Take opportunities to build the appropriate skills, knowledge, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

## **Other areas of responsibility**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Be alert to when persistent absence becomes a safeguarding concern and early help may be required

- Work with the designated safeguarding lead (DSL) and core safeguarding team to promote the best interests of students, including sharing concerns where necessary and coordinating and undertaking home visits when absence is a safeguarding concern.
- Promote the safeguarding of all students in the school
- To work with other members of the Student Support Services to implement ESMA support for students who are medically unwell.
- To lead on the coordination of EBSNA support for students with the Head of Year and Student Support team.

The school undertakes to support applications for CPD to enable the post holder to fulfil their role to their optimum capacity. These responsibilities may be amended at any time in the future in order to respond to the changing demands and needs of the school.

### Person Specification

Education/Qualifications	Desirable	Essential
5 GCSE's with a minimum of grade C or above in Maths and English (or equivalent qualifications) and a good standard of general education		X
The ability to write to a high standard of literacy and develop reporting writing skills		X
Good level of IT competence, including google suite		X
Ability to undertake the travel requirement of this role		X
A professional qualification relevant to the post such as social work, teaching, youth work or other relevant qualification	X	

Experience & Knowledge	Desirable	Essential
Knowledge of school's behaviour and management policy and procedures	Training provided in school	
Knowledge of school's fire and emergency procedures		
Knowledge of Child Safeguarding procedures		
Experience of working with children and within a school attendance related service		X
Up-to-date knowledge of attendance regulations		X
An understanding of the issues affecting truancy and non-school attendance		X
An understanding of issues that may affect a pupil's ability to attend school		X
An understanding of EBSNA (emotional based school non-attendance and the Hertfordshire toolkit)	X	
Awareness of legislation relating to the welfare and protection of young people		X

Working with young people and their families, preferably within an educational context		X
Using IT systems to compile reports as well as analysing statistical data for monitoring purposes		X
Working with professionals and other agencies and in a multi-agency context	X	
Previous experience of Arbor Attendance and reporting module	X	

<b>Skills and Abilities</b>	<b>Desirable</b>	<b>Essential</b>
Well-developed administrative and organisational skills		X
Ability to cope with stressful/conflict situations		X
Ability to manage home visits and access to a vehicle and full driving licence		X
Sensitivity in dealing with confidential issues		X
Ability to persuade and negotiate and have the confidence to challenge difficult behaviour		X
Flexibility and initiative to enable decisions to be made on a day-to-day basis to ensure deadlines and other requirements are met		X
Good communication skills, both written and oral, with both adults and young people		X
Personal credibility to deal with a wide range of stakeholders and represent the school in dealing with external representatives		X
Able to work on own initiative as well as in a team		X
Able to use IT systems accurately and effectively to produce reports, record information and monitor outcomes for individuals and groups		X
Maintain a professional and positive manner		X