

## **JOB DESCRIPTION**

<b>Job title:</b>	<b>Attendance Officer</b>
<b>Salary:</b>	Grade 4, SCP 11 – SCP 14 (£28142 - £29540 Pro Rata)
<b>Contract weeks</b>	Term time only
<b>Reporting to:</b>	Vice Principal

### **Purpose of the role**

The Attendance Officer will work with students, parents, carers, families and key staff in the academy to improve attendance, behaviour and performance. Monitor and use a variety of strategies to promote excellent attendance and reduce levels of absence.

### **Key Responsibilities**

- Ensuring all registers are completed correctly on Arbor and are kept up-to-date.
- Monitoring the input of students that are late to lessons and absences onto Arbor.
- Update Arbor with information received from form tutors and Head of Years.
- Identify poor attenders in liaison with Heads of Years and Form Tutors and monitor their attendance to the Academy and in lessons.
- Generate attendance reports for Form Tutors once a week.
- Play a key role in the monitoring of persistent absentees
- Facilitate a rewards system for attendance that link to academy systems to improve attendance figures.

### **Specific Responsibilities and Accountabilities**

- Promote the importance of good attendance across the academy through a range of strategies: assemblies/rewards/letters home etc.
- Link the house system in to rewards for attendance to improve figures.
- Work with individual/groups of students and their parents, carers and families to improve attendance, behavior and/or performance alongside a range of school staff to help plan strategies and deliver interventions to address individual pupil issues, adhering to procedures and systems and undertake the necessary administration.
- Attend parent's evening to discuss attendance and improvements required with targeted parents.
- Liaise with the exams officer ensuring that any missing students are chased.
- To undertake home and school visits as necessary.
- To assist with the identification of students who will receive support in improving their attendance record.
- To check and remind any necessary staff to complete registers.
- To ensure all unexplained absences are accounted for or send letter requesting an explanation.

- To assist and check records prior to the census to ensure school attendance is accurate and up to date.
- To maintain and update all necessary records, compiling returns as appropriate.
- To provide updates for staff on student attendance.
- Provide cover for student wellbeing services and may provide supervision and support to member of staff as and when necessary.
- Undertake first day contact with parents/carers. Follow up lack of response to first day contact and other contacts by home visiting or meeting parent/carers in school.
- Analyse and monitor relevant data to identify trends and issues and to ensure a proactive response, escalating as necessary.
- Work closely with DSLs to improve PA attendance.
- Implement action plans with parents/carers and monitor and report on progress and achievements.
- Working with individual families to reinforce self-esteem and support pupil achievement.
- Advising on effective family support for school staff and families and disseminate good practice.
- Facilitate the academy punctuality policy in organising year/group detentions, phoning home.
- Attend various meetings such as Attendance Planning, Educational Supervisor Order, Team around the Child, Child in Need or Child Protection, complete CAFS for children and families when required,
- May prepare/make available resources for parents/carers and families.

#### **General responsibilities**

- To have due regard at all times to the Academy's policies, organisation and arrangements for Health & Safety at Work.
- If a recognised First Aider, to provide First Aid when needed.
- To maintain confidentiality of information acquired in the course of undertaking duties for the academy.
- To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine.

#### **Context**

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy and Academy priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a busy pressurised environment.

The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the academy's responsibilities towards safeguarding.

The Trust expect that employees deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Academy's Code of Conduct and the equality policy objectives.

**DBS**

- An enhanced disclosure and barring check will be a requirement for this post

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.