



## **JOB DESCRIPTION**

**Job title:** Attendance Support Officer

**Team:** The Cooper School

**Reporting to:** Cover and Attendance Manager

**Grade:** 6

**Hours per week:** 37

**Working weeks per year:** 38 weeks (Term Time) plus 1 week (INSETS)

**Temporary/Permanent:** Fixed-term for one year.

**Location:** The Cooper School

### **Main purpose of the role**

To support the implementation of the attendance strategy to ensure the positive attendance and engagement of all students, with a specific focus on improving the attendance of students eligible for Pupil Premium and students with SEN needs.

### **SPECIFIC RESPONSIBILITIES:**

To work with the Cover and Attendance Manager, the Safeguarding team and the Pastoral teams with regards to improving attendance through the following:

#### **Individual Case Work**

- Monitor and work with students to improve their attendance level.
- To work with parents/carers to improve their child's attendance, alongside pastoral teams facilitating the completion of parent contract meetings.
- To coordinate the support of other members of staff with the above.
- To share relevant information with Year teams, Phoenix Centre and SEN department to allow them to liaise with outside agencies as required to support with identified needs.
- To support the Safeguarding team with virtual welfare checks
- To assist the school's Safeguarding team to undertake in-person home visits where students are absent for prolonged periods of time
- Maintain accurate records of home visits, contact and meetings with parents/carers, referring as appropriate to ensure that necessary support is in place.

#### **Working with others**

- To liaise with relevant colleagues/departments in school to ensure smooth communication between a range of agencies including medical centres, LCSS, CAMHs, PCAMHs and County Attendance Team.
- Signpost young people to the school's Safeguarding team as appropriate when issues at home are affecting or are likely to affect their attendance at school.

## **Promoting Good Attendance, Punctuality and Engagement**

- Ensure that good attendance and punctuality is promoted across the school and with parents/carers.
- Run a variety of attendance competitions.
- Organise a variety of attendance and punctuality rewards for students.

## **Data and Reporting**

- To monitor the impact of support and interventions and to feedback to the line manager, the Leadership Team and Governors.

## **Other Duties**

- To maintain attendance practices and routines in the absence of the Cover and Attendance Manager, such as:
  - Ensure registers are taken, recorded, monitored and updated for AM and PM sessions in accordance with statutory requirements.
  - Contact parents/carers under 'first day absence' requirements.
  - Record all attendance for students, including monitoring late and unexplained absences.
  - Liaising with colleagues in the County Attendance Team as appropriate.

## **General responsibilities**

- Comply with, and assist with the development of, Acer Trust policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall ethos/work/aims of the Trust;
- Establish constructive relationships and communicate with other professionals and agents of organisations beyond the Trust;
- Attend and participate in regular meetings as required;
- Participate in training and other learning activities and performance development as required;
- Undertake appropriate and regular training and development to maintain knowledge and improve practice.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the Trust, as your employer and on you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Trust's Health and Safety policy.

This job description is illustrative and may vary without changing the character of the job or level of responsibility. Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of responsibilities is not exhaustive.

The post holder must be flexible to ensure the operational needs of the Trust are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust.

The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act or other regulation/legislation. Confidentiality must be maintained at all times.

## **Safeguarding Children and Young People**

Acer 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.

# PERSON SPECIFICATION

**Job title:** Attendance Support Officer

**School:** The Cooper School

**Reporting to:** Cover and Attendance Manager

Education and experience	Requirement
Grade C/4 and above in GCSE Mathematics and English (or equivalent)	Essential
Previous experience of working in a School or the desire to work with young people	Desirable
Previous experience of working to support student attendance	Desirable
Previous experience of communicating with parents/carers	Desirable
Experience of BROMCOM in School environment	Desirable
Previous administrative experience in a school or local authority setting	Essential
Experience of developing, communicating and successfully implementing guidance and procedures	Essential
Knowledge and skills	Requirement
Excellent IT and computer software skills	Essential
Extensive knowledge and experience of Word and Excel	Essential
Understanding of GDPR Legislation	Desirable
Excellent administration and organisational skills	Essential
Able to establish priorities, work independently to tight deadlines and manage conflicting demands under pressure.	Essential
Ability to effectively and efficiently organise time and resources to complete work accurately, thoroughly, and on time	Essential
Able to accurately input and review large quantities of data	Essential
Able to analyse and interpret information to support effective and robust decision-making	Essential
Personal characteristics	Requirement
A facilitative approach to problem-solving and a 'can do' mindset.	Essential
High levels of personal and professional integrity.	Essential
Committed to acting with integrity, honesty and fairness, to safeguard the assets, financial probity and reputation of the school	Essential
Committed to the vision and values of the school and Acer Trust	Essential
Flexible and adaptable, and willing to work flexibly where necessary	Essential
Good written and verbal communication skills	Essential