

ATTENDANCE OFFICER

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DESCRIPTION

JOB TITLE: Attendance Officer

ACCOUNTABLE TO: Vice Principal

SALARY: Grade 4

JOB PURPOSE:

- To build community confidence and improve pupil attainment by reducing truancy within the Academy; promoting social inclusion with young people and children reducing the risk of offending, anti-social behaviour and truancy.
- To be fully aware of all attendance issues and to promote achievement for all throughout the Academy
- To undertake group work with identified pupils and their families where attendance is a cause for concern, and to monitor the impact of this intervention.
- To act as a direct link between the Academy and other agencies dealing with young offenders or young people at risk of crime or truancy i.e. Youth Offending Team, Safer Schools, Community Safety Team and Youth Support Service.

JOB SPECIFICATION

OPERATIONAL:

- Assist in developing and procedures and initiatives related to the attendance of young people at the Academy
- In collaboration with teaching staff and other agencies, promote and participate in attendance related initiatives such as out of hours/out of school activities for pupils
- Provide support to individual children and/or families as directed, including contacting parents and young people regarding attendance at school (phone, mail, email) as directed and discuss reasons for absence. Report outcome to appropriate staff.
- Organisation and conduction of home visits to support students who are unable to attend the Academy.
- Complete appropriate documentation and prepare letters regarding attendance.
- To develop effective working relationships with other educational institutions, Youth Offending Team and Safer School's Police Officer to address concerns.

- Liaison with internal Academy personnel such as the Student Support and Safeguarding Officer appropriate agencies such as (Social Services) on individual school attendance issues
- To assist with attendance appeals, including liaising with Norfolk County Council personnel, parents and preparing and submitting documentation
- To participate in the Norfolk Fair Access Protocol, including attendance and data gathering for the Pupil Placement Panel
- To provide group work to target groups of pupils / persistent absentees on preventing anti-social behaviour for pupils at risk of truancy and/or offending.
- Link with key pastoral staff in the Academy, College Leaders, Seclusion Room Manager and Academy First Aider.
- Monitor absence and maintain statistical data and attendance records and provide weekly statistical reports
- Maintain the attendance statistical 'hub' and update corresponding documentation
- Examine trends and identify future problems from information available and assist with enquiries on school attendance issues and persistent absence as appropriate
- Contribute to the gathering of evidence for legal proceedings associated with school non-attendance, such as Fixed Penalty Warning Notices and the Fast Track process
- To be aware of Safeguarding and Promoting the Welfare of Children procedures as well as the Academy's Attendance and Admissions policies
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate.
- Carry out his/her responsibilities with due regard to Academy's policy, organisation and arrangements for Health and Safety at Work.
- Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

PERFORMANCE MANAGEMENT:

- Participating in the Academy's arrangements for performance management, professional development and the Academy's arrangements for quality assurance and internal verification.

GENERAL RESPONSIBILITIES:

- 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 demanding environment.

The applicant will be required to safeguard and promote the welfare of children and young people.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Leadership.

Signed

Date.....

PERSON SPECIFICATION

Attendance Officer

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

[A] Qualifications, Experience and Professional Development

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
Experience in an 11-18 or 11-16 Academy/School ▪ Demonstrable experience of working effectively with vulnerable children/ young people in either education, social work, youth work or another related area of work. ▪ Extensive experience of working effectively with the parents /carers of children / young people. ▪ Some experience of working effectively with a range of professionals to promote children's/young people's learning or welfare OR Significant recent experience in work with children and families in a statutory childcare agency. ▪ Experience of working in a multi-agency environment.	D E D D	
Qualifications ▪ Level 3 qualifications (or equivalent) ▪ Evidence of continuing professional development	D E	
Knowledge and Skills ▪ Knowledge of up to date educational policies and developments. ▪ Ability to maintain student records and write other short reports as required. ▪ Ability to record and produce minutes from attendance and admissions meetings. ▪ Ability to work on one's own initiative, balance competing priorities and organise a work schedule. ▪ Ability to motivate children/young people by establishing empathic and supportive working relationships.	E D E D E E E E D E	

- Ability to work as part of a team to reach agreed targets and outcomes for children/young people. - The ability to use word processing packages and the internet. - Experience of working with children including work within attendance and admissions - Knowledge and understanding in using data. - Knowledge and understanding of safeguarding and child protection issues	E D E E	
Special Requirements - A willingness to work closely with other Staff in promoting a corporate responsibility for attendance - The confidence to challenge factors which might undermine the Academy's performance. - A willingness to work collaboratively with staff and to support them sensitively and effectively. - The desire to lead by example and a willingness to participate in the high profile management style adopted by the Academy. - A commitment to maintaining very high expectations of students and staff alike. - Evidence of communicating a clear vision to motivate and develop an effective team. - A capacity to work effectively under pressure.	E E E E E E E	

[B] Application Form and Supporting Statement

The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post. No more than three A4 pages and a maximum of 2000 words. C.V's will not be considered.

[C] Confidential References and Reports

Strong recommendation from all referees, including current employer	E
Satisfactory health and attendance record	E

The applicant will be required to safeguard and promote the welfare of children and young people.