

Job Description – Attendance Assistant

Job Title:	Attendance Administrator
Responsible to:	Assistant Principal responsible for Pastoral
Job Purpose:	The Attendance Assistant will work alongside the Senior Attendance Officer to promote excellent attendance, reduce levels of absence and work with students and families to promote high levels of attendance
Salary:	Grade 4 SCP 7-11 £12,260 - £13,067 (Actual)
Hours:	20 hours per week, Term time plus 5 INSET days 9.00am to 1.00pm Monday to Friday

Main Responsibilities

- To support with whole school attendance whole school attendance stays within our school's target.
- To work in conjunction with the Assistant Principal and Heads of Year to ensure high levels of attendance.
- To work with identified individual and groups of students, using regular attendance checks and contact with parents/carers and students to improve levels of attendance, for those causing concern.

Key Duties

- To ensure all registers are completed and no missing marks or unexplained absences remain.
- To follow School Policy of "first day contact" within the school
- To check and remind any necessary staff to complete registers
- To ensure all unexplained absences are accounted for or send letter/email requesting an explanation
- To support with home visits to student addresses
- Working with parents/carers/students to remove barriers around coming into school
- To input timely information i.e. exams, trips, sporting events, work based learning, appointments, absence reports etc and to keep Heads of Year and relevant staff updated
- To check accuracy and correct coding on registers before filing reports
- To print off official registers daily and explained absences to ensure at hand in the event of a fire
- To send out letters as required, in support of school policies on attendance
- To maintain an accurate system for students signing in / out of school
- To produce and interpret information relating to attendance patterns
- To provide updates for staff on student attendance
- Lead attendance intervention groups
- To work alongside relevant staff, contact teachers, senior leadership team, to exchange information and determine appropriate levels of intervention for students with poor attendance
- To work with students and families identified as an Attendance concern
- To liaise with the Designated Safeguarding Lead / Deputy Designated Safeguarding Lead (DSL/DDSL) on the attendance of vulnerable students.
- Play a key role in Year 8 and 9 transition process taking proactive measures to support vulnerable students
- Support staff within the Multi Academy regarding attendance training and support/share best practice
- To provide administration support to the Pastoral team if required
- To hold a first aid at work certificate. Assist with student first aid duties, looking after sick students, liaising with parents / staff etc.

Other

- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- To support at all times the Catholic ethos of the school/Multi Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Schools' policies
- Other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

The MAC reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.

The Our Lady of the Magnificat Multi-Academy Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate within the grade and job title.