

Job Description

Post Title:	Attendance Officer	Salary Grade:	Band D
Location:	Henley in Arden School	Salary Range:	£32,597 to £37,280 (Full Time Equivalent)
Responsible to:	SLT Lead – Attendance and Standards	Hours:	Full Time - 37 hours per week, term time (39 weeks)

Under the general direction of the Associate Headteacher, Deputy Headteacher and Line Manager the post-holder has the following main duties and responsibilities. This is not intended to be a complete and exhaustive list of all duties and responsibilities attached to the post. It is a description of the role and nature of the job.

JOB PURPOSE

To ensure accurate and time efficient recording of student attendance. To play a key role in supporting the pastoral staff to monitor and track student attendance and challenge poor attendance. To ensure that any unreported absences are immediately explored to ensure the safeguarding of all of our students.

Key responsibilities will include:

- **Be accountable** to the Deputy Headteacher for daily attendance monitoring including, but not limited to:
 - Assisting the school in achieving School targets for attendance and punctuality
 - Monitoring late arrival of students
 - Tracking student attendance
 - Monitoring of alternative provision attendance
 - Speaking and supporting students who need to improve attendance and/or punctuality
 - Set up & lead attendance panels, issue stage 1,2,3 letters
 - Communicating with parents and outside agencies, arranging and attending meetings as appropriate
 - When required make home visits to students / families identified with attendance issues, in line with safe practices
 - Plan, monitor and, in conjunction with other team members, implement interventions to ensure improvement in attendance for persistent absentees (pathways, pre-pathways and alternative provision)
- **Be responsible** for the monitoring of whole school attendance targets and planning and in conjunction with other team members implement interventions to enable the school to meet these targets
- **Be responsible** for preparing reports for SLT and governors as requested

- **Be responsible** for management of the impact document for attendance intervention, to include individual and pupil group analysis
- **Be responsible** for all admin tasks associated with the role of Attendance Officer

Daily administration of student attendance

- To act as an administrator for student attendance using the school's SIMS system, maintaining accurate records and liaising with parents and staff regarding attendance on a daily basis.
- To maintain the pupil database and Attendance Registers
- To liaise with parents, pupils and the school Education Welfare Officer regarding attendance
- Twice daily monitoring of attendance and liaison with Heads of Year and reception
- Make telephone contact with parents where a child's absence has not been reported
- Organise morning and afternoon absence reporting to parents.
- Organise weekly attendance letters, record and track their use.
- Receive and record all reports/reasons for absence according to school policy
- Use databases to prepare reports requiring analysis to administer a system for tracking the attendance of students with offsite providers and monitor dual registered students, reporting to the Deputy Headteacher Pastoral.
- Compile half-termly attendance report for Year Heads and Senior Leadership Team, broken down by sub group
- Attend meetings as appropriate to discuss attendance concerns and provide information to pastoral leaders
- To be confident in the use of the school systems e.g., SIMS system (database), Microsoft Office and Google docs.
- To undertake communication in and out of school under the approval of the Associate Headteacher, while maintaining strict confidentiality

General Administration

- To be confident in the use of the school SIMS system, Microsoft Office and Google docs.
- To undertake communication in and out of school under the approval of the Associate Headteacher, while maintaining strict confidentiality.
- To undertake generic administrative duties, preparing, distributing and dispatching parent/pupil post, photocopying, clerical work and any other duties and required
- Undertake generic administrative tasks as required by members of staff
- To support school functions and events by assisting with the administration and preparation of various school events, to include Prom, Open Evening, Prize Giving, school visits etc., undertaking tasks such as sending invitations, collating attendee responses and dealing with publicity material.
- To undertake generic administrative duties, preparing, distributing and dispatching parent/pupil post, photocopying, clerical work and any other duties and required.
- General filing duties, preserving confidentiality of all records.
- Provide cover for other administrative staff when required to maintain a reliable School Office service.

Health, Safety and Security

- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the School's implementation of all other current statutory requirements, e.g., Disability Discrimination Act, Access to Work, Equal Opportunities, Safeguarding.

Pastoral Care

- Communicate with parents over unreported absences or recurring absences ensuring the pastoral team are informed of any issues arising
- Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.

Continuing Professional Development – Personal

- In conjunction with the Associate Headteacher, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It 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.

Elements of this job description and changes to it may be negotiated at the request of either the Associate Headteacher or the incumbent of the post.