

Attendance Officer - Secondary Job Description

Reporting to: Deputy Headteacher
Salary Scale: NJC Grade C1 Point 6 - 19

Main Purpose:

To monitor and report on whole-school attendance data, analysing data to identify key areas of concern. To work closely with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.

Duties and responsibilities:

Administration

- Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school and Trust procedures
- Initiate and oversee the administration of absence procedures using the Trust graduated approach, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners
- Assist in managing attendance returns for the school census
- Manage the process of issuing penalty notices to parents
- Maintain accurate records of communications with parents/carers and relevant interventions
- Build and refresh knowledge of the school's MIS and other relevant systems
- Collaborate with Trust colleagues to develop and implement the strategic plan for improving attendance

Monitoring and reporting

- Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern
- Track attendance of vulnerable groups of pupils and share information with school leaders
- Identify pupils that need additional support to improve their attendance
- Work with school leaders and Trust colleagues to identify appropriate interventions to improve attendance for particular groups or individual pupils
- Lead daily or weekly check-ins to review progress and the impact of support/interventions
- Work with school leaders across the Trust to develop and revise the school's attendance policy
- Liaise with the Trust attendance lead to implement the strategic plan
- Implement children missing education (CME) procedures when appropriate
- Provide regular reports to the Trust attendance lead and attendance organisations to raise awareness of emerging at-risk pupils
- Use CPOMS effectively and actively connecting safeguarding and attendance

Working with parents/carers and outside agencies

- Coordinate meetings with pupils and parents/carers to implement interventions and track progress
- Build positive relations with parents/carers to encourage family involvement in their child's attendance

- Identify, and where possible, mitigate potential barriers to attendance in partnership with families
- Carry out home visits, where necessary, to address attendance concerns for individual pupils
- To work collaboratively with external providers to monitor the attendance of students at alternative provision, Managed Moves or Off-Site Direction
- Work with external providers to ensure best support for vulnerable students
- Monitor the attendance of our students receiving an alternative provision in line with KCSIE and DfE Guidance
- Lead and attend meetings with external agencies for our most vulnerable students

Professional development

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school’s appraisal procedures
- To attend relevant school and Trust meetings
- Undertake specific safeguarding training which is relevant to the role such as FGM, County Lines and Child Exploitation

Other areas of responsibility:

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Be alert to when persistent absence becomes a safeguarding concern and early help may be required
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school
- To respect confidentiality at all times

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To work collaboratively with the pastoral team and across the Trust to promote good attendance across the wholeschool community
- To ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy

Employee Name:

Signature:..... **Date:**.....

..... **Date:**.....

Signed On behalf of Rainham Mark Education Trust

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• GCSE or equivalent level, including at least a Grade C in English and maths
Experience	<ul style="list-style-type: none">• Experience working with young people• Experience implementing interventions• Experience working directly with pupils and parents• Experience working collaboratively with colleagues• Experience analysing data and producing reports and identifying key insights• Experience of safeguarding
Skills and knowledge	<ul style="list-style-type: none">• Good listening skills• Effective written and verbal communication skills• Awareness of the possible interventions to raise attendance• Awareness of the potential barriers to high attendance that pupils may face• Ability to tailor interventions to individual pupils• Ability to use IT systems and to conduct analysis and produce reports• Good knowledge of Excel• Ability to create good relationships with pupils, staff and parents• Knowledge of first aid both physical and mental would be beneficial• DSL training or a willingness to complete DSL training would be beneficial
Personal qualities	<ul style="list-style-type: none">• Willingness to provide the best possible opportunities for all pupils• Organised, proactive and self-motivated• Good time management skills• Commitment to upholding and promoting the ethos and values of the school• Ability to work under pressure and prioritise effectively• Ability to maintain confidentiality at all times• Committed to safeguarding, equality, diversity and inclusion