



JOB DESCRIPTION

EDUCATION TO UNDERSTAND THE WORLD AND CHANGE IT FOR THE BETTER

Post	Attendance Officer
Grade	SO1
Responsible to	Deputy Headteacher
Responsible for	Attendance Admin Support Assistant & Attendance Intervention Officer
Working hours	35 hours per week, 39 Weeks Per Year

Everyone at Thomas Tallis works to fulfil our School Plan.

We expect staff to:

1. Make sure young people of all abilities, ages and backgrounds fulfil their potential.
2. Engage all young people in participation in interesting learning
3. To stimulate a love of knowledge in our young people
4. Unlock and develop their creativity and independence
5. Demonstrate that learning continues well beyond lessons.
6. Develop the Thomas Tallis Habits of Mind in all lessons so that young people are inquisitive, collaborative, persistent, disciplined, and imaginative.

Job Description	Attendance Officer
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MAIN PURPOSE OF THE JOB

To safeguard and support the wellbeing of children and young people in Thomas Tallis.

To contribute to the raising of achievement by improving attendance and punctuality at school, working with other staff to provide co-ordinated support including parental meetings when necessary and to disseminate good practice.

To monitor school attendance and punctuality levels throughout the school day.

To assist and participate in the development and review of whole school attendance policies and evaluate their operation and effectiveness.

To identify and work with individuals and groups of students, using regular attendance checks and to manage attendance cases and prepare relevant documentation.

To line manage and co-ordinate and oversee the work of the Attendance Admin Support Assistant

Duties and responsibilities

Administration

- Ensure daily attendance registers are accurate and complete, and following 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 procedures. Sending Absent Text and making absent calls daily.
- Manage attendance returns for the school census and liaising with admissions officer.
- Manage the process of issuing Attendance Letters- using our TAS (Thomas Tallis Attendance Support) procedure in our attendance policy.
- Maintain accurate records of communications with parents/carers and relevant interventions on Bromcom.
- Build and refresh knowledge of the school's MIS and other relevant systems
- Manage the lates for attendance and early leaves.
- Oversee logging trips, exams, events and the management of the process for each.
- To ensure daily, weekly, termly edit marks are amended and cleared for reports/stats.

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 to identify appropriate interventions to improve attendance for particular groups or individual pupils
- Work with school leaders to develop and revise the school's attendance policy
- Provide LA and other external agencies reports and data when required.
- Produce Stats and reports for Deputy/Governors with regards to attendance.
- Maintain accurate, clear and coherent case and diary records including taking minutes at meetings, casework plans and decisions reached in supervision.

Working with parents and carers

- Coordinate meetings with pupils and parents/carers and heads of years to implement interventions and track progress in our TAS procedure.
- Build positive relations with parents/carers to encourage family involvement in their child's attendance, to include conducting meetings with parents to discuss attendance matters.
- Send letters to parents with regards to their child's attendance such as lates report, 90-95% attendance, holidays, termly updates, TAS information and letters.

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

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
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary and undertaking home visits where necessary
- Promote the safeguarding of all pupils in the school
- Send Safeguarding stats and attendance to relevant parties and agencies daily/weekly.
- Provide Stats to DFE when required.

Other key duties

- To provide assistance in preparing for parents/open evenings/RGTSA events.
- To support at least one parents evening per year
- To attend the school's main Open Evening in September.
- To attend and participate in relevant meetings as required.

SPECIAL TERMS AND CONSIDERATIONS

- To be able to work flexibly and outside usual office hours on occasion and to travel outside the borough as necessary
- This job description is a guide to the level and range of responsibilities that the postholder will be expected to undertake. It may be changed from time to time to reflect changing circumstances and demands. As directed, the postholder will undertake additional duties and responsibilities that may arise from time to time commensurate with the grade of the post.
- The postholder will be subject to an enhanced level DBS check on appointment and every three years thereafter.

Person Specification**Attendance Officer**

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 in a school environment or other educational setting• Experience identifying interventions to raise attendance of pupils• Experience working directly with pupils and parents• Experience working collaboratively with colleagues• Experience analysing data and producing reports and identifying key insights• Experience in using BromCom is preferable.
Skills and knowledge	<ul style="list-style-type: none">• Substantial knowledge and understanding of the statutory duties and responsibilities related to school attendance and child and family wellbeing as contained in relevant legislation and guidance.• Good listening skills• Effective written and verbal communication skills• Knowledge of the possible interventions to raise attendance• Knowledge 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
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• Can Multi Task.• Work well independently, as well as in a team.• 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

