



**St Teresa
of Calcutta**
MULTI ACADEMY COMPANY

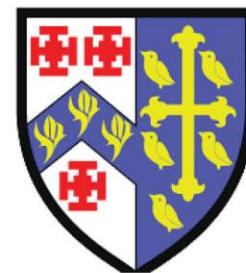
Archbishop Isley Catholic School

Let your light shine



Recruitment Pack

JOB DESCRIPTION



Post Title: Attendance Officer

Start date: September 2026

Post Purpose:

To uphold the Catholic Life and Mission of the school

To promote excellent attendance and punctuality across the school

To support pupils and families in overcoming barriers to attendance

To work closely with pastoral and safeguarding teams

Reporting to: Dawn Burnham (Assistant Headteacher in charge of attendance) and Maria Salas (Officer Manager)

Working Time: Full time, temporary contract. 7am start – Potential for part time, 5 mornings. Please specify this in your application

Salary/Grade: Grade 3

Disclosure Level: Enhanced

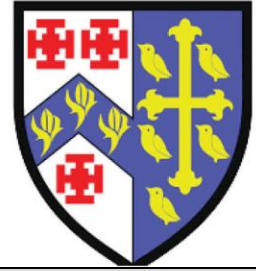
General Duties

To take responsibility for monitoring and improving attendance, having due regard to the School's aims, objectives and ethos and any policies of the Governing Body. To share in the responsibility for the welfare and safeguarding of all pupils.

1. Attendance Monitoring and Administration

- a) Monitor daily attendance and punctuality for all pupils, identifying and responding to concerns promptly
- b) Follow up unexplained absences on the first day in line with school procedures
- c) Maintain accurate, up-to-date attendance records using the school MIS (Bromcom)
- d) Analyse attendance data to identify trends, patterns and vulnerable groups
- e) Produce regular attendance reports for staff, senior leaders and external stakeholders as required

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2. Pastoral and Family Liaison

- a) Act as a key point of contact for parents/carers regarding attendance and punctuality
- b) Build positive, professional relationships with families to support improved attendance outcomes
- c) Facilitate and support meetings with parents/carers of pupils with persistent or emerging attendance concerns
- d) Work closely with Heads of Year, pastoral staff and safeguarding teams to coordinate support
- e) Support and, where appropriate, participate in home visits alongside senior staff

3. Intervention and Support

- a) Implement a Support First approach to attendance, ensuring pupils and families receive timely, proportionate help
- b) Contribute to the development and monitoring of attendance improvement plans
- c) Support pupils to overcome barriers to attendance, including emotional, social and practical challenges
- d) Liaise with internal services and external agencies to support pupils and families
- e) Maintain accurate records of reduced timetables and part-time arrangements and submit required information to the MAC and Local Authority

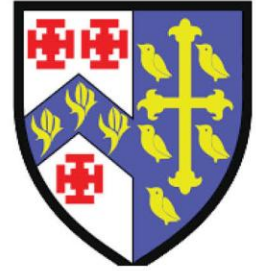
4. Safeguarding

- a) Adhere to *Keeping Children Safe in Education* and the school's safeguarding policies
- b) Recognise when attendance concerns may indicate wider safeguarding or welfare issues
- c) Report safeguarding concerns promptly and follow agreed procedures
- d) Work closely with the Designated Safeguarding Leads and pastoral teams

5. Statutory Attendance and Legal Processes

- a) Apply statutory attendance guidance consistently, ensuring all actions are compliant with legal requirements
- b) Issue and monitor Notices to Improve where attendance does not improve following support interventions
- c) Prepare, evidence and submit referrals to Birmingham City Council for enforcement actions, e.g. Penalty Notice requests for unauthorised Leave of Absence during term time
- d) Ensure all evidence, documentation and timelines meet Local Authority thresholds
- e) Maintain detailed case records, including chronologies, correspondence and attendance support plans

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f) Act as a liaison with the Local Authority in relation to attendance enforcement and outcomes

6. Professional Collaboration and Accountability

- a) Attend and contribute actively to the MAC Attendance Network
- b) Engage in regular supervision and case discussion sessions with line managers to support professional judgement and wellbeing
- c) Share good practice across the MAC and contribute to continuous improvement
- d) Keep up to date with changes to attendance legislation, statutory guidance and Local Authority procedures

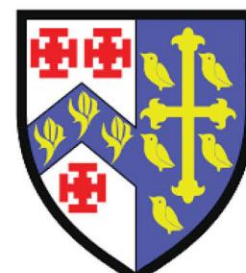
Professional Standards

The post holder will be expected to:

- a) Support the school's vision of a caring, inclusive learning community
- b) Treat pupils, parents and colleagues with respect, professionalism and fairness
- c) Act consistently and without prejudice in all decision-making
- d) Model excellent standards of punctuality, attendance and professional conduct
- e) Uphold the school's behaviour and uniform expectations
- f) Take responsibility for their own professional development and attend relevant training
- g) Reflect on practice to improve outcomes for pupils
- h) Read, understand and adhere to all school policies
- i) Attend staff meetings and contribute to the wider life of the school
- j) Meet deadlines as set out in the school calendar
- k) Carry out duties reasonably assigned by the Headteacher or senior leaders
- l) Take responsibility for matters relating to health and safety

This job description may be amended at any time in discussion between the Head Teacher and yourself but in any case will be reviewed before the commencement of the next Performance Management cycle.

JOB DESCRIPTION



Person Specification

Qualities and Attributes	Essential	Desirable	Evidenced By
Education and Training			
Grade 4/C in Mathematics and English Language	✓		MNT Application form
Experience working in a school or similar setting	✓		MNT Application form
Relevant safeguarding or attendance training	✓		MNT Application form
Experience working in line with BCC attendance procedures, including 'Support First'		✓	MNT Application Form
Operational Knowledge			
Knowledge of school attendance procedures and expectations	✓		Letter of application/Interview
Understanding of Keeping Children Safe in Education	✓		Letter of application/Interview
Ability to analyse and interpret attendance data	✓		Letter of application/Interview
Experience using Bromcom (the school's MIS system)		✓	Letter of application/Interview
Ability to implement strategies to improve attendance		✓	Letter of application/Interview
Understanding of barriers to attendance (EBSAs)	✓		Letter of application/Interview
Skills			

ARCHBISHOP ILLSLEY CATHOLIC SCHOOL

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Commitment to supporting young people to attend and succeed	✓		Letter of application/Interview
Excellent communication and interpersonal skills	✓		Letter of application/Interview
Ability to build positive relationships with families	✓		Letter of application/Interview
Strong organisational and administrative skills	✓		Letter of application/Interview
Resilience and a 'can do' attitude	✓		Letter of application/Interview

