

Job Description and Person Specification

Role

Attendance Officer
Beckfoot Trust
Salary/Grade: Band 7, SCP 11-17
Reporting to: SLT

JOB DESCRIPTION

Corporate Responsibilities

- To contribute to improvements in attendance in school, across all groups of learners supporting students to achieve top 10% outcomes in a remarkable learning environment.
- Ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust
- Adhere to the principles of alignment in the One Trust Contract
- Contribute to a culture of relentless improvement, where feedback is a gift
- Lead and uphold an individual and organisational commitment to safeguarding and promoting the well-being of children; being hyper-vigilant in all interactions with pupils and adults and reporting any concerns or suspicions, no matter how small, to the Designated Safeguarding Lead (Pupils) / Headteacher (Staff)
- Comply with all policies, procedures, working practices and regulations, in particular, Child Protection, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- Be accountable to and carry out any reasonable request from the Headteacher / Line Manager

This is a school-based role that will involve contact with children

Key Duties and Responsibilities

- To promote the School's policies on attendance and learning
- Challenge pupils' levels of attendance in accordance with the school's policies and work effectively with parents/carers.
- Undertake home visits for targeted pupils on a regular basis.
- To be a high-profile presence/patrol around the school with the purpose of combating lateness and truancy.
- To supply accurate attendance data to the Leadership Team and Support & Challenge Teams.
- To be responsible for monitoring and improving the attendance of the targeted cohort of pupils and reporting key trends and impact to Assistant Headteacher.
- To raise participation at all levels and improve participation of specific groups who are at risk of becoming persistent absentees.
- To implement a range of strategies to ensure targeted attendance of all pupils.
- To establish an effective, professional, collaborative relationship with pupils, parents and staff to secure the regular attendance of pupils through a broad range of strategies.
- Liaise with the parents/carers regarding unauthorised absence from school and identify factors influencing the absence. Ensure that parents/carers understand the potential consequences for their children and themselves.
- Where mitigating circumstances are identified, work as a link between the school and parents/carers to resolve any issues.
- To communicate with parents/carers and other agencies as is necessary.
- To coordinate and manage systems of tracking, monitoring and analysing attendance data to ensure that good attendances sustained.
- Monitor the operational use of electronic registration by teachers and identify and address any issues to 100% compliance.
- To ensure all student attendance records are up-to-date.
- To ensure all computerised attendance records for all pupils are maintained.
- To supply accurate punctuality data to the Leadership Team, Year Teams and the Trust.
- Monitor and follow-up missing registers/marks.

Professional Development

- Be committed to own professional development, demonstrating the desire to be better tomorrow than you are today
- Establish and participate in training opportunities, meetings, and networks to support and maintain excellent service delivery and knowledge in role
- Seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- Actively engage in the school coaching offer and appraisal process

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check.

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

JOB DESCRIPTION

Intermediate Fluency Duty Required:

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role, the post holder is required to meet the Intermediate Threshold Level. The post holder should demonstrate they can: Express themselves fluently and spontaneously with minimum effort and only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

Date: October 2023

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks. Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager. The Job Description will be reviewed with the post-holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

PERSON SPECIFICATION

Attendance Officer

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> Minimum of GCSE (A-C/ 4+) English and Maths or equivalent e.g., Adult Literacy/Numeracy at level 2. 	<ul style="list-style-type: none"> Min Level 4 (A Level/HND/NVQ4) in relevant discipline or can demonstrate significant work experience in a relevant field Evidence of relevant CPD activities Awareness of multi academy trusts 	<ul style="list-style-type: none"> Application
Experience	<ul style="list-style-type: none"> Significant experience of working with young people and their families High level of competence using the internet, data bases and data analysis. Software Based Systems including SIMs (this may be tested at interview) High level knowledge of Health and Safety Able to demonstrate impact in pupil engagement and increase in attitude to learning Experience of working collaboratively with colleagues and other agencies to support student needs Experience of supporting students who have difficulty accessing learning due to personal, social, emotional needs 		<ul style="list-style-type: none"> Application Interview
Knowledge, Skills and Ability	<ul style="list-style-type: none"> Be up to date with current practice relevant to the role To lead and work constructively as a part of a team To have excellent communication skills Effective ICT skills and software applications within an office environment Full knowledge of relevant policies and guidance and awareness of relevant legislation Ability to interpret information and to devise policy/practices The ability to set priorities to enable work to be done effectively under pressure and to meet deadlines Ability to relate well to children and adults including parents/carers Evidence of continuing and relevant professional development To be responsible for promoting and safeguarding the welfare of children and young people within the school 		<ul style="list-style-type: none"> Application Interview
Character/ Values	<ul style="list-style-type: none"> High commitment to safeguarding and promoting the welfare of children A belief in education and commitment to high levels of service to make a difference for young people 	<ul style="list-style-type: none"> Interest in the Trust's wider role in the community 	<ul style="list-style-type: none"> Application Interview

PERSON SPECIFICATION

	Essential Requirements	Desirable Requirements	How Identified
	<ul style="list-style-type: none">• Commitment to the Trust agenda for inclusion, diversity, and equality• Driven by values and aligned to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership• Humility: a recognition that the more you know, the less you know! Not being afraid to say, 'I don't know'• Emotionally intelligent: know when to direct and when to challenge• Present a positive perspective; able to listen and show awareness of other's sensitivities; have personal pride and lead by example• Understand the importance of work/life balance• Resilient, flexible and hardworking		
Personal Circumstances	<ul style="list-style-type: none">• Legally entitled to work in the UK• Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010• Flexible to support out of hours activity on occasion		<ul style="list-style-type: none">• References• Interview