



**HALL GREEN SCHOOL
JOB DESCRIPTION
POST: ATTENDANCE ASSISTANT**

Post Title:	Attendance Assistant
Purpose:	<p>The Attendance assistant will work alongside the attendance officer and key staff in school to promote excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance.</p> <p>It is important to:</p> <ul style="list-style-type: none"> • Promote and support high levels of attendance. • Support students in achieving their full potential. • Promote a positive attendance and punctuality culture. • Form strong relationships with parents/carers.
Reporting to:	Attendance Officer
<p>Core tasks and responsibilities:</p> <p><u>Principal Accountabilities</u></p> <ul style="list-style-type: none"> • To assist the attendance officer and work in conjunction with the school's Heads of Year. • To assist the attendance officer in monitoring the attendance of identified individuals and groups of students, using regular attendance checks and contact with parents/carers to improve levels of attendance. • To assist the attendance officer in collating information with regards to the attendance of students who may be experiencing attendance difficulties in order to inform school, Legal Intervention Team and parents/carers. <p><u>Key Tasks</u></p> <ul style="list-style-type: none"> • To follow up any unexplained absences or attendance concerns on a daily basis. • To assist the attendance officer in ensuring all unexplained absences are accounted for and send the relevant attendance letters as and when required (e.g. >95% & >90%, medical evidence required). • To monitor punctuality daily and produce a late list for Heads of Year. • To regularly make contact with parents/carers of pupils who are consistently late. • To set up register folders/covers as required for all Year Groups. • In the absence of the attendance officer, print off official registers in the event of an emergency evacuation/fire drill. • To assist the attendance officer and Heads of Year with the identification of students who need support in improving their attendance record. • To undertake home and school visits as designated by the school. • To keep accurate safeguarding records of meetings and documentation when supporting families/pupils with attendance difficulties. • To assist the attendance officer in preparing the documentation for Elective Home Education, Penalty Notices, Part-time tables, Leave in Term Time requests and Support First Process. • To assist the attendance officer in preparing documentation for suspensions and permanent exclusions. • To undertake pastoral administration (such as pupil certificates, parental letters, reprographic duties, any attendance related matters, parents' evenings and academic tutorials letters). • Any other duties as commensurate within the grade in order to ensure the smooth running of the school. 	
Generic responsibilities of all Hall Green School Staff	<ul style="list-style-type: none"> • Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible

for or comes into contact with. Part of this responsibility involves the checking of visitor identification at the point of school entry and the issuing of relevant safeguarding information.

- To ensure all tasks are carried out with due regard to Health and Safety.
- To remain confidential at all times.
- To undertake appropriate professional development including adhering to the principle of appraisal.
- To adhere to the ethos of the school.
- To promote the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and parents evenings.
- To be an effective team player.
- To follow all agreed school policies and procedures.
- To work consistently to uphold the school's mission statement.
- To work in a cooperative and polite manner with staff and all other Stakeholders.
- To work with pupils, staff and visitors in a courteous, positive, caring and responsible manner at all time.
- To follow child protection measures and in so doing ensure that pupil safety and wellbeing is never compromised.
- To take an active part in the school's commitment to the development of staff and the appraisal procedure.
- To work with visitors to school in a way that upholds the school's reputation.
- To seek to improve the quality of the service the school provides.
- To present oneself in a professional way that is consistent with the values and expectations of the school.
- To supervise pupils as part of the duty rota as needed.
- To carry out, in good grace, any other duty deemed reasonable by the Headteacher.

The post holder will be subject to appraisal objectives which will be agreed and reviewed annually. The post holder is expected to carry out such other duties as may reasonably be assigned by the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.