

JOB DESCRIPTION

Job Title: Attendance Officer

Responsible to: Assistant Head of Inclusion

Liaison with: Designated Safeguarding Lead, Inclusion Lead/SEND CO, attendance leads across the Trust, legally responsible parents & carers pupils and external agencies

Salary: £14 to 16.11 per hour depending on experience

Terms: Term Time + Training week

Hours: 37.5 hours per week 8.00am until 4.00pm with half an hour unpaid break - Monday to Friday

Purpose of the Job:

- To achieve and maintain the excellent levels of pupil attendance and provide a high-quality care for all pupils
- To provide a specialist service to assist the school in meeting their obligations and targets in relation to school attendance, especially persistent absence.
- To promote positive attitudes by pupils and responsible parents and carers towards education and to ensure that the legally responsible parents and carers are made fully aware of their statutory responsibilities
- To make unsupervised contact with the legally responsible parents and carers in their own homes, and elsewhere to access the reasons impacting on the attendance of individual pupils, facilitating their return or access to regular full time education provision.
- To establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality
- To support and guide pupils in their personal development
- To ensure high standards of behaviour across all assigned year groups
- To help support in the management of behaviour in school
- To help supervise sanctions in accordance with the academy Behaviour and Motivation policy, as part of pastoral duties
- To contact and meet parents where appropriate
- To work with outside agencies to organise the most appropriate provision for targeted, vulnerable and at risk pupils
- To develop and deliver intervention support packages to support pupils to improve attendance and engagement
- To devise and deliver a range of pupil and family support interventions
- To operate within local Child Protection frameworks

Main duties and responsibilities:

- Establishing reasons for all pupil non attendance

C.E.O: Mrs S. Bagshaw

Tonge Moor Primary Academy, Brierwood, Bolton, BL2 2PF

Telephone: 01204 328994 Website: www.stbedeprimarymat.org Company Registered Number: 07628909



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- Reporting to Senior Leadership Team and Governors with analysis of attendance data and results to targets
- Ensure school compliance with statutory requirements
- To advise the Senior Leadership Team and staff on strategies to promote the regular and punctual attendance of pupils and assist with the implementation of the strategies
- Meet with school staff, pupils and legally responsible parents and carers to identify individual problems and possible solutions
- To establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies
- To initiate appropriate legal action with Early Intervention Team (EIT) to ensure the school is carrying out its statutory responsibility in respect of the pupils. This will include preparing statements, attending and presenting evidence or request the issuing of penalty notice fines or other legal sanctions and completion of Early Help documents.
- To be fully aware of and carry out work in line with Child Protection Procedures, this may involve attending case conferences, strategy and planning meetings as well as core groups or other meetings in relation to Child Protection cases that require input.
- To keep clear and concise records of all consultations and to write any other reports i.e. annual action plan and summaries, as required by the school.
- To complete all admissions and transfer data – updating school systems (Bromcom) and liaising with senior staff on SEN data.
- To provide support and advice to pupils in line with promoting their academic achievement, social care and personal development
- To encourage positive attitudes of learning and behaviour in and around school
- To be on-call and be available to respond as needed through-out the day
- To liaise with individual teachers and departments in relation to the behaviour and progress of pupils
- To liaise with the Pupil and Family Welfare Team, the Inclusion Team and SENCO as necessary
- To be aware of and comply with policies and procedures relating to Child Protection and all aspects of safeguarding children in line with 'Keeping Children Safe in Education' documentation
- To contribute to the review and evaluation of school intervention strategies in consultation with the Guidance team and SENCO to maintain high standards of behaviour
- To carry out such other duties and responsibilities as may be agreed with from time to time.

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General requirements:

- Promote and safeguard the welfare of children that you are responsible for or come into contact with.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Demonstrate resilience and professionalism when dealing with stressful/conflict situations.
- Have the ability to use initiative and work alone when necessary.
- Hold a valid UK driving licence.

Person Specification

Criteria	Essential/ Desirable
Grade C GCSE or equivalent in English and Mathematics	E
Have at least one years related experience of work within a school attendance related role, working with pupils within and educational setting	E
Have at least one years related experience of working with professionals from other agencies and in multi-agency context	E
Have knowledge of school systems and an understanding of the issues affecting truancy and non-school attendance	E
Have the ability to communicate effectively both orally and in writing, especially with pupils and, legally responsible parents and carers, school staff, EIT, social workers and other professionals	E
Ability to work in a team and individually using own initiative	E
A commitment to the education and well-being of pupils	E
Good IT competence to effectively produce reports, records and monitor outcomes	E
Good written and verbal communication skills and be able to clarify and explain instructions clearly	E
Excellent record of attendance and punctuality	E
Ability to deal with any confrontational situations appropriately	E
Ability to maintain confidentiality in dealings with pupils, professionally discrete and able to respect confidentiality on particular issues	E
Demonstrates an understanding and awareness of behaviour, have empathy with students and be sympathetic to their needs	E
Ability to self-evaluate and actively seek opportunity for self- improvement	D

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