



BISHOP VESEY'S GRAMMAR SCHOOL
Inspiration and Excellence

Job Description

Whole School Attendance Officer

Hours: 36.5 hours per week

Contract: Fixed Term for a year (Maternity Cover), Term Time Only

Pay scale: NSO1 SCP (23-25) £34,434 - £36,363 (FTE)

Actual Salary: £30,240 - £31,934 (pro rata)

1.0 Job Summary

- Develop and maintain a whole school culture that promotes the benefits of high attendance.
- To work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place
- Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.
- To liaise with and provide evidence for the Education Legal Intervention Team when required and ensure the processes are followed.
- To work with the school and external agencies towards regular school attendance in order to support optimal attainment by students.
- To challenge and support families to ensure regular school attendance.
- To support the Deputy Head (Pastoral) in ensuring the school is compliant with the statutory guidance as outlined in the document 'Working together to improve school attendance' - Guidance for maintained schools, academies, independent schools, and local authorities

2.0 Duties and Responsibilities:

- As part of the Central Services team you will support, monitor and report school attendance on a daily basis.
- To have direct responsibility for updating registers for Year 12 and 13 and following up on unexplained absences.
- To update registers where appropriate with regards to late arrivals.
- Report on punctuality concerns raising these with pupils, families and Heads of Year with late reports to enable sanctions to be put in place and to produce data for further action.
- To make telephone calls to parents when pupils with persistent absence concerns or Pupil Premium students are absent.
- Engage with and foster positive relationships with identified parents and pupils.
- Work closely with the safeguarding and pastoral team to contribute to the identification of pupils and families to be targeted.



BISHOP VESEY'S GRAMMAR SCHOOL

Inspiration and Excellence

- To make initial enquiries with parents/carers regarding unexplained absences/lateness -including first day calling to students considered 'vulnerable'.
- To support the Deputy Head (Pastoral) in setting high expectations for the attendance and punctuality of all pupils and communicate these regularly to pupils and parents through all available channels.
- To employ a range of strategies to target students categorised as 'persistent absentees'.
- Use a variety of means to communicate the legal responsibilities and consequences of non-school attendance to the school community to include ESOs and Attendance Prosecution
- Support the Deputy Head and Pastoral Team in highlighting and rewarding the excellent attendance of individuals and groups of individuals.
- Visibly demonstrate the benefits of good attendance throughout school life. This may include in displays, assemblies or in registration periods.
- Regularly inform parents about their child's attendance and absence levels.
- Assist with home visits when required (both regular and unannounced visits)
- Monitor and record the outcomes of meetings with parents/pupils/other agencies to improve attendance; maintain accurate and up to date case records using electronic recording formats to support further work including possible legal action.
- Take action in the case of non-compliance / non-co-operation / failure to fulfil responsibilities in relation to unauthorised absence and / or persistent absence.
- To collate attendance data producing routine reports and prepare statistical returns regarding attendance and submit to reporting bodies/Governors where appropriate.
- In school work with and provide regular feedback and updates on casework to Headteacher, Deputy and Assistant Heads, Heads of Year and Form Tutors as appropriate.
- Attend and contribute to staff meetings as required. To include strategic inclusion meetings.
- To process and action student holiday requests.
- To produce and maintain attendance trackers for pupils with attendance concerns, highlighting areas of improvement or continuous concerns.
- To monitor and be aware of the pupils with persistence absence or absence patterns and challenge absence and support to remove barriers to attendance.
- Use a variety of means to communicate the legal responsibilities and consequences of non-school attendance to the school community.
- Take action in the case of non-compliance / non-co-operation / failure to fulfil responsibilities in relation to unauthorised absence and / or persistent absence following the Legal Intervention Team procedure.
- Safeguard young people from the risk of harm and have a full knowledge of policies and procedures in relation to safeguarding.
- Monitor and analyse attendance data to allow early interventions to address issues, providing reports to the appropriate member of staff for intervention.
- Regularly produce letters to be posted informing parents of punctuality and attendance levels.
- Ensure staff are aware of escalation procedures to address absence concerns.



BISHOP VESEY'S GRAMMAR SCHOOL

Inspiration and Excellence

- Support pupils back into school following a lengthy or unavoidable period of absence and provide support to build confidence and bridge gaps.
- To take part in training and collaboration with other schools aimed at improving attendance.
- To promote the safeguarding and welfare of people you are responsible for or come into contact with;
- To ensure all tasks are carried out in compliance with the health & safety policy and procedures;
- To ensure all tasks are carried out in compliance with all school policies and procedures, to include the Equality & Diversity Policy, Data Protection Policies & Procedures, Staff Code of Conduct and Use of Social Media Policy.
- To undertake appropriate professional development including adhering to the principles of performance development;
- To develop professional and productive relationships with all colleagues and stakeholders;
- To adhere to the ethos of the school:
- To promote the agreed vision and aims of the school;
- Set an example of personal integrity and professionalism;
- To fulfil any other duties commensurate with the nature and grade of the post to ensure the smooth running of the school.

SPECIAL CONDITIONS/WORKING HOURS

- Some working hours outside of normal agreed hours may be required, for example, results days, open evenings.

Signed by employee:

Date:

Signed by Headteacher:



BISHOP VESEY'S GRAMMAR SCHOOL
Inspiration and Excellence

Personal Specification

Experience/knowledge/qualifications	Essential	Desirable
Relevant experience of working with Students in a pastoral role	✓	
Relevant experience of working with Parents and Students to improve attendance	✓	
GCSE level grades A-C/9-4 in English & Mathematics	✓	
Personal qualities and attitudes	Essential	Desirable
Accomplished at planning and time management, well developed organisational skills	✓	
Proactive, self-motivated and intuitive.	✓	
Ability to work autonomously with minimum supervision	✓	
Excellent written communication skills in a professional and clear written style	✓	
Outstanding interpersonal and team working skills	✓	
Ability to build effective working relationships with students, staff and parents.	✓	
A positive proactive approach to problem solving.	✓	
Ability to work in a sensitive and discreet manner	✓	
Ability to be open minded and approachable	✓	
Flexible approach to the duties of the post.	✓	
Personal commitment to continuous self-development.		✓
A commitment to the vision and values of the School and an ability to enthuse others.	✓	
Ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English is essential for the post	✓	
Contra-indicators	Essential	Desirable
Criminal convictions involving offences against children	✓	