



### Reach South Academy Trust - Job Profile & Person Specification

<b>Position</b>	<b>Attendance and Admissions Officer</b>
<b>Location</b>	Pilgrim Primary Academy
<b>Grade</b>	Grade D
<b>Accountable to</b>	Headteacher
<b>Reporting to</b>	Office Manager
<b>Job Purpose</b>	
<ul style="list-style-type: none"> <li>To contribute to raising achievement by improving school attendance.</li> <li>To assist the school in meeting their obligations and targets in relation to school attendance, especially persistent absence.</li> <li>Supporting students and families in adopting a positive approach towards education and ensuring that parents are fully aware of their statutory responsibilities.</li> <li>To build and maintain a positive relationship with families on occasion visiting their own homes and elsewhere to assess the reasons impacting on the attendance of individual students and support the facilitation of their return or access to regular full time education provision.</li> <li>To assist in the development and establishment of a professional service to support the school in improving attendance levels, adopting a robust investigation process to persistent absence and improving punctuality across the school.</li> <li>To administer the School Admission process.</li> </ul>	
<b>Key Responsibilities</b>	
<ul style="list-style-type: none"> <li>Meet with school staff, students and parents to identify individual problems and possible solutions.</li> <li>Conduct unsupervised make contact and/or visits with families in response to allocated referrals i.e. home visits and/or meetings in school or a mutually agreed location.</li> <li>To support the investigation process in order to establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.</li> <li>To support in any appropriate legal action with Education Welfare Officer (EWO) to ensure the school is carrying out its statutory responsibility in respect of students. This will include preparing statements, attending and presenting evidence or request the issuing of penalty notice fines or other legal sanctions and completion of Common Assessment Form (CAF) referrals.</li> <li>To be fully aware of and carry out all 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.</li> <li>To liaise and work with EWO as well as other professionals in police, Social Services, Housing, Health and any other statutory and voluntary organisations.</li> <li>To keep clear and concise records of all consultations and to write any other reports i.e. annual action plan and summaries, as required for the school.</li> <li>Using relevant reporting tools collate and generate reporting attendance and admissions data for school based reports.</li> <li>Using appropriate IT systems (including MS Office Suite) to ensure accurate and timely updating and management of work-based systems ensuring that all related records and administrative work is quality assured.</li> <li>Maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special educational needs in order to be able to offer informed advice to parents, school staff, governors and others. Working in compliance to all related legislation/statutory guidance within the General Data Protection Regulations.</li> <li>To support Pastoral and Learning managers and senior manager in advising the school on all matters relating to attendance and where necessary take the lead role in developing work processes to improve school attendance.</li> <li>Support in the development of initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance.</li> <li>Apply the admissions policy to all student applications acting as the key contact in Admissions for pupils and families from enquiry until enrolment.</li> <li>To liaise with County Council/other schools and parents regarding admissions.</li> <li>To input admission details of new students into the student database.</li> <li>Production of student transfer files for new joiners/leavers.</li> <li>The job involves working within recognised procedures, which leave some room for initiative.</li> <li>Undertake other duties appropriate to the grading of the post.</li> </ul>	
<b>Staff Development</b>	
To take part in the school's staff development programme by participating in arrangements for further training and professional development.	
To continue personal development in the relevant areas including subject knowledge and teaching methods.	
To engage actively in the Performance management Review process.	

To work as a member of a designated team and contribute positively to effective working relations within the school.
<b>Communications</b>
To communicate effectively with the parents of students and other role stakeholders as appropriate.
Where appropriate, to communicate and co-operate with persons or bodies outside the school.
To follow agreed policies and processes for internal and external communications on behalf of the school.
<b>Corporate Accountabilities</b>
Sharing the school's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day-to-day work.
Performing your role, as part of a highly committed team and delivering your service in a way that helps the school achieve its strategic objectives and annual development and improvement plans taking account of available resources and national developments.
Contribute to the evaluation and development of services across the school as part of the school's ongoing self-assessment cycle and continuous improvement initiatives.
<b>Professional</b>
Ensure the maintenance of standards of practice according to the employer and any regulating bodies, and keep up-to-date on new recommendations/guidelines set by the relevant departments.
Ensure that confidentiality is protected at all times.
Ensure clear objectives are identified, discussed and reviewed with supervisor and senior colleagues on a regular basis as part of continuing professional development.
Participate in individual performance review and respond to agreed objectives.
Keep records up to date in relation to Continuous Professional Development and ensure personal development plans maintain up-to-date specialist knowledge of latest theoretical and service delivery models/developments.
Attend relevant conferences/workshops in line with identified professional objectives.
Support and encourage harmonious internal and external working relationships.
Raise the profile of the Academy by making positive contributions.
<b>General</b>
Contribute to the development of best practice within the service
Ensure a comprehensive understanding of the relevant safeguarding legislation, guidance and best practice.
All employees have a responsibility and legal obligation to ensure that information processed is kept accurate, confidential, secure and in line with the Data Protection Act (2018) and Security and Confidentiality Policies.
It is the responsibility of all staff that they do not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.
This Job Profile does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder in light of service development.
<b>Values, Behaviours, Curriculum Principles</b>
Performing your role in alignment with the Trust's values, behaviours and curriculum principles:
<p><b>Values</b></p> <ul style="list-style-type: none"> <li>• Inclusivity</li> <li>• Promoting social mobility</li> <li>• Serving local communities</li> <li>• Believing in the potential of our young people</li> <li>• Preparing tomorrow's adults to contribute to social, economic, environmental and cultural sustainable development.</li> </ul> <p><b>Behaviours</b></p> <ul style="list-style-type: none"> <li>• Encouraging professional freedoms within consistent boundaries</li> <li>• Championing young people rather than institutions</li> <li>• Collaborating rather than competing where it delivers positive impacts on learning</li> <li>• Acting with the highest levels of integrity and engendering trust</li> <li>• Continually developing the skills and capacities of our people and our organisation.</li> </ul> <p><b>Curriculum Principles</b></p> <ul style="list-style-type: none"> <li>• Delivering high standards of education for all pupils</li> <li>• Providing a broad, rich and experiential curriculum to develop rounded young people</li> <li>• Providing pathways that are relevant to the needs of our young people and the wider community</li> <li>• Basing our approach on verifiable research evidence where it exists</li> <li>• Teaching young people how to effective learners.</li> </ul>



## Reach South Academy Trust - Job Profile & Person Specification

### Person Specification

The person specification allows an understanding of who we are looking for within this role and the skills knowledge or experience that we would expect.

	Essential	Desirable
<b>Qualifications &amp; Training</b>		
Educated to NVQ level 3 or equivalent.	X	
Educated to NVQ level 4 or equivalent.		X
<b>Knowledge</b>		
School systems and an understanding of the issues affecting truancy and non-school attendance.	X	
Demonstrate an understanding of issues linked to confidentiality.	X	
Demonstrate knowledge of attendance regulations.		X
Demonstrate an understanding of issues that may affect a student's ability to attend school.	X	
<b>Experience</b>		
Related experience of working within a school admissions and attendance related service.		X
Working with children, young people, parents and families preferable within an educational context.	X	
Working as part of a team, as well as on your own initiative.	X	
Working with professionals from other agencies and in multi-agency context.	X	
Has previous experience of working with Common Assessment Form (CAF) referral process.		X
<b>Skills</b>		
Ability to demonstrate, understand and apply the Trust's values, behaviours and curriculum principles.	X	
Ability to read and write English to a good /the required standard to include the ability to generate data for report writing.	X	
Ability to work unsupervised and manage workload priorities effectively in order to meet deadlines.	X	
Excellent interpersonal, organisational, administration and communication skills. Demonstrating the ability to communicate effectively both orally and in writing to different audiences/stakeholders.	X	
IT Literate, especially proficient in the use of Microsoft Office Suite (including MS Word, MS Excel and Outlook) and databases to compile data for reports as well as analysing statistical data for monitoring purposes.	X	
<b>Personal Qualities / Attributes</b>		
Demonstrates a high level of enthusiasm and motivation.	X	
Ability to deliver effectively within a pressurised environment.	X	
Ability to travel within the Plymouth area.	X	
Always shows respect for others and their individual rights of autonomy and confidentiality through working in a professional and inclusive way.	X	
Ability to be self-reflective in own personal and professional development and in supervision.	X	
Adopts a flexible approach to delivery of role and demonstrates the ability to be versatile in meeting operational and business needs.	X	

