

Job Profile: Attendance Improvement Officer



Salary scale:	Grade SO1, SCP 23 – 25
Working hours:	37 per week
Academy/department:	Lightcliffe Academy, Attendance Team
Responsible to:	Assistant Principal – Safeguarding and Attendance
Nature of contract:	Permanent, term time only, 38 weeks per year plus 5 days (39 weeks)

Job purpose:

- To improve and monitor overall student attendance, to maintain absences and lateness to an acceptable level as agreed with the school.

Job specific responsibilities:

To be responsible for monitoring the absence on the electronic database, duties to include:

- Responsible for supporting the 'first day' absence system and its follow-up procedures.
- Inputting absences on the electronic database Arbor, such as pupil illness, medical appointments and other absences using the appropriate codes.
- Updating Arbor daily with student lateness and absence during the school day.
- Responding to parents/carers who have received texts/telephone calls and investigating pupil absence.
- Day-to-day management of internal data and reporting through excel and other appropriate trackers.
- To undertake lunch duty supervision as part of the wider school team, supporting a safe and positive environment for all students.
- To provide support for individual children who may be experiencing problems at home or outside school which may be affecting their attendance.
- To meet with parents/carers regarding attendance issues i.e. holidays in term time, truancy, illness etc.
- To conduct home visits where appropriate.
- To liaise with the Senior Leadership Team, Extended Leadership Team, Pastoral Staff and other staff concerning attendance issues and arrange meetings as appropriate.
- To produce reports / lists / information / data as required for the Head of School, Executive Principal and Governing Body.
- To liaise daily with the Pastoral Lead and/or the Assistant Principal (Safeguarding and Attendance) regarding pupils with attendance problems.
- To monitor data daily to identify patterns and inconsistencies for individual pupils or groups of pupils.
- To identify and implement bespoke interventions that meet the child's needs.
- To promote the importance of good attendance around the academy.
- To follow local authority procedures to request the issuing of Penalty Notices for unauthorised leave of absence and prepare cases for possible prosecution of irregular school attendance.
- To liaise with schools and agencies that require information on a particular students' attendance.

- To follow all protocols of data protection and confidentiality whilst sharing the monitoring findings, concerns and relevant information with key staff as appropriate.
- To produce and send letters regarding lateness, attendance and truancy to parents/carers.
- To file and perform other administrative tasks such as producing attendance certificates and other documents as required.
- To support the management and monitoring of term-time holiday request forms.
- To attend and participate in staff meetings and briefings as appropriate.
- To undertake training either on or off site as may be required and instructed.

Abbey MAT responsibilities

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services deliver, in a fair and consistent manner.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this profile, but which is in line with the general scope, grade and responsibilities of the role.

People Profile:

Aptitudes, qualities and values:	Essential	Desirable
Self-motivated with the ability to work under pressure and be proactive	✓	
Willingness to work flexibly and collaboratively	✓	
An ability to respect sensitive and confidential work	✓	
Commitment to own personal development and learning	✓	
Flexible approach to working time arrangements to meet service requirements	✓	
Full UK driving licence	✓	
Qualifications, knowledge, skills and experience:	Essential	Desirable
5 GCSE's A* - C including Maths and English	✓	
NVQ Level 3 or equivalent		✓
Able to communicate effectively with a wide range of people including sensitive and complex information	✓	
Able to prioritise own and teams' work to meet conflicting deadlines	✓	
Able to produce and present routine reports and data	✓	



Able to accurately enter/retrieve data information from information systems	✓	
Able to establish and maintain accurate records using both manual and electronic systems	✓	
Knowledge of general office procedures and practice	✓	
Knowledge of relevant financial regulations to carry out financial transactions	✓	
Experience of dealing with more complex queries from a wide range of people	✓	
Experience of working in partnership with others to deliver work to set deadlines	✓	
Experience of providing customer focussed services	✓	
Experience of supervising staff	✓	
Experience of participating in teams and using own initiative	✓	
Experience in the use of the Microsoft package (in particular Excel)	✓	
Experience of extracting and analysing data from information databases	✓	
Safeguarding and promoting the welfare of students:	Essential	Desirable
Appropriate motivation to work with children and young people	✓	
Ability to maintain appropriate relationships and personal boundaries with children and young people	✓	
Comply with the Trust's commitment to the protection and safeguarding of children	✓	

Our Trust mission:

In Partnership to Educate, Nurture and Empower

Our Trust vision:

Abbey Multi Academy Trust is committed to providing high quality education for all within an environment which is welcoming, disciplined and purposeful. Through a range of opportunities including academic, cultural and spiritual, our students and staff are empowered and nurtured to flourish and live 'life in all its fullness' (John 10:10).

www.abbeymat.co.uk

