



Lincolnshire Gateway
Academies Trust

Lincolnshire Gateway Academies Trust

Name:

This job description outlines the general duties and responsibilities of this post. The job description is not exhaustive; it fits with the Academy's ethos to promote performance management and quality service.

Job Title – Attendance Officer

Responsible to – Attendance Leader, Vice Principal Inclusion, Principal

Job Overview

Attendance Officer will work in collaboration with all members of the Pastoral team to and Administration to drive up levels of attendance to ensure each individual child is safe, happy, involved, attending and able to perform to their potential.

Main Responsibilities

Under the direct leadership and supervision of the line Officer, within the agreed educational plan and framework of the Trust's agreed policies and procedures, the postholder will undertake a range of duties, which may include:

1. To support and enforce high expectations of attendance at the Academy
2. To ensure first day absence procedures are completed and are robust.
3. To support Heads of Year with attendance and welfare issues
4. To help remove welfare barriers to learning and attendance, enabling students to make at least expected progress
5. To deal with issues in a positive manner, communicating actions to staff and parents as appropriate
6. To be proactive in supporting the school behaviour system if required. For example by a presence in corridors at lesson changeovers, break times, end of lunchtimes, end of the school day
7. To support individual students to access school and lessons.
8. To work in conjunction with the Pastoral Team, sharing duties and information as appropriate



9. To actively use and develop MIS to monitor and report on students attendance.
10. To liaise with outside agencies and attend meetings as appropriate
11. To assist with administrative tasks e.g. maintaining accurate records
12. To attend meetings and reviews as necessary, contacting parents as required
13. To build relationships with parents and resolve issues, liaising with external agencies as directed
14. To be alert to safeguarding issues, log onto CPOMS and pass on concerns as appropriate
15. Deal confidentially and sensitively with parents and students undergoing difficulties
16. To keep Heads of Year involved and informed of any problems which arise
17. To provide and coordinate ongoing support for individual students e.g., support with bereavement, mental health, family dynamics and friendships etc on a proactive and reactive basis
18. To monitor and support students as identified by Pastoral Officers
19. To support tutors as agreed/directed by Pastoral Officers
20. To ensure all staff contribute to raising achievement by improving school attendance
21. To improve and maintain the highest levels of pupil attendance reducing unauthorised absence
22. To maintain appropriate confidentiality
23. Provide mentoring support for pupils returning from exclusion to improve their attendance.
24. Analyse data to identify issues and proactively take action to improve behaviour/attendance
25. To provide administrative support to the Principal:
 - a. specific and general admin for attendance
 - b. manage suspension letters and administration



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- c. liaising and meeting with parents as required regarding attendance
- d. Attending staff/Pastoral briefings as required
- e. Acknowledging parental contact within 24 hours

General

- 26. The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which correspond to the general character of the post and are commensurate with its level of responsibility.
- 27. The postholder must carry out his/her duties with full regard to the Trust's Equal Opportunities policy.
- 28. The postholder must carry out his/her duties with full regard to the Trust's Health and Safety procedures.