

**Job Description**

<b>Job Title</b>	Attendance Officer
<b>Grade</b>	F
<b>Responsible To</b>	Headteacher / Assistant Head / Data Manager
<b>Staff Manage</b>	None
<b>Job Family</b>	Attendance & Behaviour
<b>Job Purpose:</b>	The core focus of this job is to complement the professional work of teachers by taking responsibility for implementing the schools Attendance Policy and improving the attendance of students. Works with identified students whose attendance is a barrier to their performance. Responsible for recording, monitoring, evaluating and reporting on attendance data.
<b>Job Context:</b>	Works within the school, promoting good attendance and identifying students with poor attendance and working with them and their families to improve their attendance at school.
<b>Accountabilities / Main Responsibilities</b>	
<b>Key strategic elements of the job</b>	<ul style="list-style-type: none"> <li>• Communicates with parents/carers to establish reason for unexplained absences and report the outcome of such calls to relevant parties</li> <li>• Report any child who is absent without reason to the head of year as a potential safeguarding issue</li> <li>• Accurately input absences, including reasons for absences, onto SIMS</li> <li>• Produce a daily absence list for use in a fire call</li> <li>• Monitor attendance, interpret statistical data to identify issues/patterns of non-attendance with individual students</li> <li>• to meet with Heads of Year on a regular basis to identify students with attendance concerns and agree next steps, administering processes towards legal action, where required</li> <li>• Work with identified poor attendance and disengaged students and their parents/carers on short- and medium-term strategies to remove barriers to regular attendance at school, using advisory and persuasive skills as appropriate</li> <li>• Monitor and evaluate the effectiveness of strategies with individual students and families</li> <li>• Actively promote good attendance with all students and promote the school's attendance policy and strategy</li> <li>• Administer student holiday request forms, and communicate in writing with the parents whether the leave is authorised or not authorised</li> <li>• Undertake general administration duties as required</li> <li>• Develop support materials and information to communicate clearly to students the school's attendance policy, raising the profile of attendance and punctuality within the school</li> <li>• To assist in further developing initiatives, systems and procedures to improve attendance</li> <li>• To provide first aid cover as part of a rota following suitable training</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Communicate with school staff to update them on student attendance and work with the staff to identify students with issues that are affecting their attendance at school</li> <li>• Develop and maintain effective contact and communications with parents/carers and families, including home visits where appropriate</li> <li>• Meet regularly with year leaders to discuss current issues and developments relating to attendance and punctuality</li> <li>• Establish links and communicate with feeder schools to gain any relevant information about attendance records of new students</li> <li>• Respond to enquiries from parents/Carers by telephone, email or letter and direct them to relevant sources of advice and guidance as appropriate</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide advice for students returning after long periods of absence, encouraging them and assist in planning their re-integration</li> </ul>
<b>Partnership or Corporate Working</b>	<ul style="list-style-type: none"> <li>• to attend meetings with external agencies as appropriate and follow up on actions required to compile and maintain effective case files and have these files available for internal and external scrutiny/audit</li> </ul>
<b>Skills Development</b>	<ul style="list-style-type: none"> <li>• To demonstrate and advise new staff on the accurate recording of student's attendance on the register</li> <li>• Participate in team meetings and attend any necessary training events</li> <li>• Participate in the schools performance management system</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Know about data protection issues in the context of your role.</li> <li>• Maintain confidentiality as appropriate</li> <li>• Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report concerns to.</li> <li>• Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.</li> </ul>
<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>• Maintain computerised and manual pupil/staff records.</li> <li>• Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences.</li> <li>• Share information appropriately – in writing, by telephone, electronically and in person.</li> </ul>
<b>Planning and Organising</b>	<ul style="list-style-type: none"> <li>• Assist in developing systems and procedures to improve attendance</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health &amp; safety responsibilities as an employee and where appropriate any additional specialist or managerial health &amp; safety responsibilities as defined in the Health &amp; Safety policy and procedure.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement.</li> <li>• Develop own understanding of equality issues.</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances.</li> <li>• Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager.</li> <li>• Permanent &amp; significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>• Understand your own role and its limits, and the importance of providing care or support.</li> </ul>

**Person Specification**

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<b>Grade</b>	F	
<b>Responsible To</b>	Headteacher /Assistant Head/ Data Manager	
<b>Staff Manage</b>	None	
<b>Job Family</b>	Attendance & Behaviour	
	<b>Essential</b>	<b>Desirable</b> (if not attained, development may be provided for successful candidate)
<b>Knowledge</b>		
	<ul style="list-style-type: none"> <li>• An understanding of issues that may affect a student’s ability to attend school</li> <li>• innovative approaches to developing systems and procedures</li> <li>• understanding of filing, storage and archive systems and procedures</li> <li>• effective review and evaluation procedures</li> <li>• understanding of admissions and attendance in an educational setting.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of attendance regulations and targets</li> <li>• Knowledge of school procedures</li> <li>• Knowledge of child protection legislation and procedures</li> <li>• Strategies for ensuring equal opportunities for all stakeholders</li> </ul>
<b>Experience</b>		
	<ul style="list-style-type: none"> <li>• Experience of working with SIMS or a similar data management system</li> <li>• Administrative experience</li> <li>• Experience of working with children and young people and their parents/carers</li> <li>• Experience of working to deadlines and developing systems</li> <li>• Experience of producing reposts</li> <li>• Experience of using databases, word processing and a range of other IT packages</li> <li>• adaptability to changing circumstances/new ideas</li> <li>• ability to inspire confidence in staff, students, parents and others</li> <li>• reliability and integrity and a commitment to confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> <li>• Experience of implementing attendance policies</li> </ul>
<b>Occupational Skills</b>		
	<ul style="list-style-type: none"> <li>• Well developed time management, planning and organisational skills</li> <li>• to effectively manage and work as a member of a team, participate in meetings and negotiate as necessary</li> <li>• ability to communicate and negotiate effectively to a range of audiences (internal and external) through highly developed inter-personal, written, oral and presentation skills</li> <li>• sound judgment and ability to make decisions based on understanding of relevant information</li> <li>• able to prioritise work and to manage work to meet tight deadlines</li> <li>• adaptability to changing circumstances/ideas</li> </ul>	<ul style="list-style-type: none"> <li>• Determination to succeed and the highest possible expectations of self and others</li> <li>• A commitment to inclusive education</li> <li>• Negotiate and consult fairly and effectively</li> <li>• Deal sensitively with people and resolve conflicts</li> </ul>

<ul style="list-style-type: none"> <li>• develop, maintain and use an effective network of contacts, seeking advice and support when necessary</li> <li>• set high standards and provide a role model for students and staff and take responsibility for own and others professional development</li> </ul>	
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Level 2 qualification or equivalent to demonstrate good literacy and numeracy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 qualification in business/finance/administration or equivalent</li> <li>• Appropriate first aid training (<i>dependant on the school's needs</i>)</li> </ul>
<b>Other Requirements</b>	
<ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> <li>• Commitment to the schools policies and ethos</li> <li>• Commitment to Continuing Professional Development</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours and attitudes.</li> <li>• Flexibility</li> </ul>	