

# The St. Bart's Academy Trust

## Job Description



<b>Job Title:</b>	<b>Attendance Officer</b>
<b>Grade:</b>	<b>Level 4 (SCP 4 – 7)</b>
<b>Responsible to:</b>	<b>Senior Leadership Team – Line Manager</b>

### Job Purpose

- To manage pupil attendance records and monitor of pupil attendance.
- To manage attendance processes in line with statutory responsibilities
- To maintain accurate attendance records and report on attendance and contribute to strategies that improve attendance
- To deal with enquiries and queries from parents
- To liaise with staff, students, parents, colleagues across the Trust and multi-agency partners to ensure that attendance processes are accurate and fit for purpose.
- To proactively challenge students and parents where students are not present, not on time or not in lesson to ensure that all learning opportunities are maximised.

### Key Responsibilities and Accountabilities

The post holder will:

- Manage and deliver the attendance process by providing accurate student information regarding daily attendance.
- Through managing the attendance process record and provide information and data regarding punctuality.
- Manage attendance records throughout the day, ensuring systems are set up to accurately capture information on student movement.
- Ensure that registers are taken every lesson throughout the day and follow up any non-attendance. This will involve reporting and liaising with Senior Leadership to report where there are issues with errors with the registration process.
- To take responsibility for accurately maintaining registers for statutory reporting processes.
- Effectively and efficiently providing data driven attendance reports on a daily, weekly and termly basis.
- To develop attendance monitoring and reporting systems that support improvements in student attendance and ensure staff have access to relevant information.
- To act as first point of contact with parents. This involves taking absence calls and contacting parents to seek further information on student absence.
- To deal with parental enquiries, which can be challenging conversations and, occasionally, in difficult circumstances.
- To develop strong working relationships with the pastoral team, to identify and support student absence issues.
- To attend parental meetings, where required, to support student attendance improvements.

- To ensure that issues of attendance and admissions comply with the relevant equality, safeguarding and education legislation.
- To take responsibility for the records of all student movement. This includes those admitted to the academy, transferring to other schools and educated off-site and liaising with all relevant staff to ensure students are correctly on roll.
- To develop active partnerships with agencies to promote attendance and admissions strategies e.g. Local Authority, Government Agencies, Health and Children's Services, voluntary groups and parent/carer organisations.
- To keep up to date around national initiatives and good practice as it relates to attendance and admissions strategies.
- When required, provide support for the student admissions appeal process, in liaison with the Local Authority and in line with the Trust's policy and legislation.
- To provide information, advice and guidance (both internally and externally), and answer routine queries from internal and external enquirers, in line with the Trust's policies and attendance procedures.
- You may also be asked to support home visits. Home visits are generally conducted with another member of the pastoral team.
- Support health and safety and safeguarding procedures by ensuring paper copies of registers are available in the event of systems failures.
- To take a proactive approach to supporting student attendance, this may include ad hoc tasks such as duties, patrolling areas of the school at key times or other ways of supporting the pastoral team with ensuring students are present in all possible lessons.
- To complete casework relating to penalty notice referrals and prosecution to the LA.

### **Contribution to whole Academy**

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

### **Responsibilities for people (line management)**

- None

### **Responsibilities for Resources**

- Effective use of materials and resources

### **Responsibilities for Budgets**

- None

### **Performance Management and Review**

- Objectives and professional development plans will be balanced between the Trust, personal and school-focused objectives and will be formally agreed with your line- manager at the start of the review period. Ongoing support and monitoring will be provided through regular 1:1s, peer support, and external mentoring or CPD where required.

- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Performance Management Policy.

### **Core responsibilities and duties**

All post holders are required to:

- Ensure that you understand and comply with the Trust Health and Safety Policy by following the relevant procedures that are in place.
- Read, uphold and promote the safety and well-being of students as set out in the Trust safeguarding procedures.
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall vision and values of the Trust.
- Appreciate and support the role of other professionals
- Work effectively as part of team.
- Attend relevant meetings, as required.
- Participate in training and other learning activities and performance development as required.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- Be proactive in seeking appropriate advice and guidance where required.
- Flexible and willing to work between different sites as required.

**This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Trusts Central Team.**

**Duties may be subject to periodic review (in consultation with the post holder) to reflect the changing work composition of the organisation.**

### **Safeguarding**

St Bart's Multi-Academy Trust is committed to rigorous safeguarding procedures and promoting the welfare of children and young people at all times. As part of the Trust-wide safeguarding procedures an Enhanced DBS check will be required.

### **Conditions of Service**

The post holder is eligible to join the Local Government Pension Scheme

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## Person Specification



<b>Job Title:</b>	<b>Attendance Officer</b>
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Person Specification				
No.	Categories	Essential / Desirable	App Form	Interview Task
<b>Qualifications</b>				
1	4 or more GCSE's, including English and Maths, at Grade C/4 or higher. (Or equivalent)	E	√	√
<b>Experience</b>				
2	Experience working with children of relevant age.	E	√	√
3	Experience of working with databases and management information systems. (Arbor is an advantage).	E	√	√
4	Customer service experience/Experience of dealing with the public.	E	√	√
<b>Abilities, Skills and Knowledge</b>				
5.	Able to work with MS Office packages, including Word, Excel and Outlook.	E	√	√
6.	Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.	D	√	√
7.	Full understanding of the range of support services/providers.	D	√	√
8..	Ability to relate well to children and adults.	E	√	√
9.	Able to work effectively as part of a team, understanding roles and responsibilities of others and your own position within these.	E	√	√
10.	Able to organise self and work to tight deadlines with minimum supervision.	E	√	√
11.	Ability to plan effective actions for pupils that are poor attendees.	E	√	√
12.	Full understanding of the range of support services/providers.	E	√	√
13.	Ability to communicate effectively to Parents, Carers, Pupils and staff at all levels.	E	√	√
14.	Ability to show empathy and sensitivity with pupils and parents depending on home circumstances.	E	√	√
15.	Ability to use databases effectively, extracting and producing information.	E	√	√
16.	Accuracy and attention to detail.	E	√	√
17.	Able to be proactive and act on own initiative.	E	√	√

Personal Qualities				
18.	Excellent role model for young people and staff.	E	√	√
19.	Resilience and high personal standards	E	√	√
20.	Flexibility with a willingness to support and contribute to school/Trust events, as required.	E	√	√
21.	High expectations for self and others and a strong commitment to raising achievements.	E	√	√