



Job Title:	Attendance Officer
Reporting to:	Deputy Headteacher Pastoral
Salary:	Points 10 – 17 (£25,545 to £28,770) Term Time Only + 2 weeks
Hours:	37 hours (8am to 4pm)
Location:	Yardley Wood, Birmingham
Start:	As soon as possible
Closing date:	Friday 5th th April 2024 - 12pm

Christ Church Secondary Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.

Overview

Reporting to the Deputy Headteacher, the Attendance Officer will manage school attendance through the effective working with students, families, teaching and support staff, senior leaders and external agencies, producing and analysing data to inform interventions and evaluate their impact. This will include:

Core purpose

- To maintain school records using Arbor the school MIS system and other electronic and paper systems relating to student attendance, in line with school and GDPR protocols.
- To produce and analyse attendance data as and when required.
- Be fully aware of the school safeguarding and child protection policies and procedures and strictly adhere to such policies.
- To work with form tutors and all teachers to ensure attendance data is accurate.
- To monitor and track data on attendance and to use this data to support identified groups of students to improve attendance.
- To work with Heads of Years, Pastoral team and Leadership to reduce the level of persistent absences.
- To monitor and evaluate attendance and punctuality data to review the success of the school policies and initiatives to improve the attendance and punctuality of students where this is of concern.
- In cases of poor school attendance and / or welfare issues to be proactive in assessing the situation and working alongside the pastoral team, staff, and external agencies where students may need additional support.
- Ensure that DfE, Trust and School policy is complied with.
- To offer general advice to parents and schools on attendance matters.
- To maintain regular contact and establish positive relationships with families/carers of children in need of extra support, to keep them informed of the child's needs and progress and to encourage positive family support and involvement.
- Evaluate the success of support initiatives regarding attendance. Ensure tracking data is regularly updated and information passed to key stakeholders.

- To liaise with DHT and pastoral staff as appropriate to identify students at risk of disaffection and alternative provisions.
- To work with key pastoral staff to ensure that attendance and safeguarding concerns for vulnerable students are prioritised, including conducting home visits.

In Year Admissions

- Responsible for administration and induction of new students joining the school mid-year.
- Responsible for maintaining accurate student records, ensuring all new students joining the school and those leaving are recorded appropriately on the school's and LA's administration systems.
- To co-ordinate the baseline assessments of new students to identify those in need of extra help to overcome barriers to learning.
- To be responsible for the first stage of in-year admissions and in-year leavers process, ensuring information is collaborated and communicated to appropriate staff and stakeholders.

Safeguarding children and Safer Recruitment

- Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the academy and BDMAT, in line with national requirements.

General

- Support the overall Christian ethos of the school.
- Be a part of the school team and support the smooth running of the school.
- Understand safeguarding, data protection and GDPR.
- Willingness to work flexibly, occasionally outside of normal hours.
- Maintain the confidentiality while undertaking duties.

As a term of your employment, you may be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically to ensure that it relates to the job performed. The work of all MATs and schools' changes and develop continuously which in turn, requires employees to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable but may change commensurate with the grading of the post. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not management reserves the right to make changes to the job description following consultation. Any major changes will involve discussion and consultation, which if wished, may involve a Trade Union/Professional Association representative.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.



Person Specification

Knowledge/Qualifications and Experience	Essential	Desirable
Experience of working in an educational setting with young people.	*	
Effective communication with children, carers, and other professionals	*	
Excellent IT skills including MS Office packages	*	
Excellent interpersonal skills and ability to display an understanding of social/welfare issues as they affect children, families, and schools.	*	
Clear communication skills, written and oral	*	
Excellent organisational skills, with the ability to plan and balance priorities, maintaining high standards while working accurately and effectively within difficult situations	*	
Enthusiastic, motivated and committed	*	
Ability to work as part of a team	*	
Ability to work own initiative within departmental procedures	*	
Ability to work in a timely and efficient manner to agreed deadlines	*	
Experience of Arbor (Management Information System)		*
Demonstrable awareness of legislation relating to the welfare and protection of children	*	
Ability to maintain a professional manner in challenging situations	*	
The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English is essential for the post.	*	
Knowledge of Safeguarding legislation and procedures.	*	
Knowledge of behavioural management techniques		*
Be able to demonstrate a sound awareness and understanding of Keeping Children Safe in Education statutory guidance.	*	