



**REDBORNE UPPER SCHOOL AND COMMUNITY COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Attendance Officer</b>
<b>HOURS:</b>	<b>37 Hours Term Time Only plus 5 training days Monday to Thursday 8.00am - 4.00pm, Friday 8.00am - 3.30pm, half an hour for lunch (unpaid)</b>
<b>RESPONSIBLE TO:</b>	<b>Headteacher</b>
<b>LINE MANAGER:</b>	<b>Senior Leader with responsibility for School Attendance</b>
<b>JOB PURPOSE:</b>	<b>To promote good attendance across the school and drive attendance rates up at all levels</b>

**MAIN DUTIES AND RESPONSIBILITIES:**

1. To continually review the school's policies and procedures, in collaboration with AHT for Attendance to ensure they are fit for purpose
2. To ensure all absences are correctly coded and registers are up to date and accurate
3. To ensure school data systems correctly reflect student attendance on a daily basis
4. To meet regularly with Year Teams, including the Sixth Form, to discuss strategies to improve attendance of students with falling absence rates
5. Specifically in the Sixth Form, ensure that all absences are correctly reported and coded and meet with students and parents/carers as required
6. To appropriately challenge those who are persistently absent and meet with parents/carers and outside agencies as required
7. To manage communications with parents/carers relating to all student absence including the Sixth Form and implement escalation policies where appropriate
8. To communicate with all providers of Alternative Provision for students and ensure registers accurately reflect students' attendance at said provisions
9. To inform relevant staff where known absences affect transport arrangements for Alternative provision
10. In collaboration with year teams, to conduct home visits as appropriate
11. Monitor the attendance of specified subgroups of students and, in collaboration with other colleagues, work on strategies to promote good attendance within these subgroups

12. To manage and monitor the First Response List and take appropriate action where necessary
13. To create and maintain positive working relationships with families with persistent attendance issues
14. To ensure that accurate records are kept on support and communication for students and families with falling attendance
15. Communicate and liaise with all stakeholders as appropriate.
16. Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Safeguarding, Data Protection, policies and procedures
17. Be aware of and support difference diversity and inclusion and ensure all students have equal access to opportunities to learn and develop.

#### **OTHER DUTIES AND RESPONSIBILITIES**

1. To comply with Redborne's commitment to safeguarding and promoting the welfare of children and young people.
2. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
3. The post holder must at all times carry out his/her job responsibilities with due regard to 'Equal Opportunities'.
4. To undertake any other duties of a similar level and responsibility as may be required.