

JOB PROFILE

Job Title:	Attendance Support Officer	School/Department:	Crawshaw Academy
Salary Grade:	C2	Working Hours:	Monday – Friday 37 hours a week
Contract Type:	Permanent	Location:	Pudsey, Leeds

Responsible to: Assistant Headteacher – Personal Development & Attendance

Role summary:

Working in line with DfE Regulations, and within a wider Student Support team to administer, monitor and report on whole school attendance. The Attendance Support Officer will contribute to and support the role of the Attendance Improvement Officer in reducing levels of student absence, increasing student punctuality and work with staff, pupils, parents and carers to promote and drive high levels of attendance.

Red Kite Learning Trust is committed to safeguarding and promoting the welfare of students and expects all colleagues and volunteers to share this commitment.

Special conditions of service:

No smoking policy, including e-cigarettes.

Role specific responsibilities:

Main Duties

- To implement and support the Academy's attendance strategy and improve attendance and punctuality
- To have responsibility for the administration of student attendance within the school's MIS
- To monitor attendance and punctuality across the school and identify and prioritise focus areas
- Manage the daily registration process to ensure statutory compliance.
- To be available as a point of contact and support for families.
- Keep meticulous records of actions and outcomes.
- Obtain explanations for unexplained student absence in conjunction with Form Tutors, Year Leaders and Pastoral Administrators, Pathways and SEND Team.
- To contact parents/carers of vulnerable students on their first day of absence and on subsequent days (working with the Admissions and Inclusion Administrator)
- To contact parents/carers of students absent from school using the schools agreed communication channels.
- Maintaining contact with parents/carers where a student is absent for long periods.



- To be responsible for ensuring the evacuation registers are up to date and associated administration following an evacuation.
- To be responsible for compiling weekly reports on student attendance.
- To complete accurate data returns to the DfE and LCC.
- To submit all documentation for penalty notices and legal orders to LCC and monitor their progress
- To provide specific support in relation to attendance for all year groups and specific groups of students (e.g. Disadvantaged, SEND, Alternative Provision students).
- Persistently challenge low pupil attendance within school and individual classes including the use of fast tracks and school attendance panels
- To ensure specific cohorts of students' attendance is monitored to close any identified gaps (e.g. Disadvantaged, SEND, EAL, SEMH, students in Alternative Provision).
- Monitor and oversee persistent absentees and strategies throughout the year. Ensure clear plans are in place for all pupils who are persistently absent.
- To plan and agree strategies to target improvements in attendance for specific students. This may include support programmes.
- To work with other staff in school to provide support for pupils with poor attendance. This could include counselling, referrals to outside agencies or support in lessons.
- To liaise with the Extended Services Team and Local Authority Attendance Improvement Officer (AIO), where appropriate.
- To be responsible for organising a daily check on children at risk and initiate and carry out periodical checks throughout the day.
- Liaise with Alternative Provision providers to accurately record students' attendance/absence in line with safeguarding requirements and record accordingly.
- Participate in casework as requested.
- To attend meetings in relation to attendance e.g. Attendance panel meetings, casework meetings, and 'attendance clinics'.
- Undertake outreach work and home visits, where appropriate.
- To be aware of and comply with policies and procedures relating to child protection and safeguarding, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person
- To attend appropriate meetings, training and development opportunities as appropriate.

RK People responsibilities:

- Contribute to the overall aims and values of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the job profile, but which is in line with the general scope, grade and responsibilities of the role.



Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.



Our Trust Values



Collaboration

We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.



Integrity

We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.



Respect

We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

Our Trust Goals



We champion learning

Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.



We promote wellbeing

Ensuring the wellbeing of every child and member of staff in our Trust.



We invest in our people

Supporting every member of staff throughout their career to be the best that they can be.



We innovate with technology

Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.



We are our Trust

Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

PEOPLE PROFILE

Aptitudes and Characteristics	Essential	Desirable
Ability to work flexibly and collaboratively as part of a team as well as on own	*	
To communicate effectively with students, staff, parents and carers at all levels within the school	*	
To work under pressure	*	
To relate to young people	*	
To take initiative and work independently	*	
To work to high levels of accuracy	*	
To demonstrate high levels of confidentiality	*	
Excellent attendance record	*	
Trustworthy	*	
Sense of humour and optimism.	*	
Self-motivated and hard working	*	
Willingness to be flexible and work to meet the best interests of the school	*	
Team player	*	



Empathy	*	
Qualifications, Knowledge and Experience	Essential	Desirable
Proficient in all Microsoft Programmes	*	
Proficient in utilising MIS Systems e.g. Arbor.		*
Previous experience of successfully mentoring students in secondary education setting		*
Excellent oral and written communication skills	*	
Knowledge of strategies to improve student attendance	*	
Knowledge/experience of current attendance guidelines and legal framework	*	
Excellent interpersonal skills.	*	
Teamwork and collaboration	*	
Work experience gained in a school environment		*
Experience of running Youth Clubs and/or activities		*
Evidence of recent professional development		*
Minimum GCSE English and Maths (Level C) or equivalent	*	
Current First Aid Certificate		*
Formal qualifications in Office Software Packages, e.g. OCR/RSA		*
Full clean driving licence as travelling is a requirement of the post	*	
Safeguarding and Promoting the Welfare of Students	Essential	Desirable
An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

