

**Job Description**

|  |  |
| --- | --- |
| **Post**  | Attendance Officer  |
| **Salary** | S6 Point 26-28 £23,866, - £25,463 Per Annum Pro-Rata |
| **Line Manager** | Deputy Headteacher  |
| **Working time** | 37 hours per week; term time only (39 weeks) |
| **Contract**  | Fixed Term 12 Month Contract (Maternity Cover) Starting: July ‘18 |

 **Key responsibilities: -**

* Monitor the attendance of all students challenging and investigating student’s absence from school and promoting good attendance
* Work closely with the Administration Team to ensure parents/carers are informed of a student’s first day of absence prioritising vulnerable students, ensuring reasons for absence are effectively input into SIMS and registers are adjusted accordingly
* Liaise with the Local Authority Attendance Team to ensure the school is carrying out its statutory responsibility in respect of students. This will include preparing statements, attending and presenting evidence or request the issuing of penalty notice fines or other legal sanctions
* Ensure SIMS contains accurate student attendance data and use SIMS to produce reports when required
* Ensure statutory registration of students is completed by checking registers and filling in missing marks
* Check all absences are correctly coded
* Report weekly on attendance to the pastoral team, SLT and termly to Governors
* Work directly with students and their families to support them with attendance issues (including home visits)
* Coordinate manual and computerised recording systems for student attendance and punctuality issues, analysing and evaluating data and producing reports as required
* Hold regular meetings with Year Managers to consider attendance and ensure the appropriate attendance stages are followed including the preparation of appropriate letters in relation to attendance
* Follow statutory and/or local procedures where attendance falls below acceptable levels or is a cause for concern
* Follow statutory and/or local procedures to deal with unauthorised absence in term time
* Follow the academy policy and all legislation relating to the attendance of students
* Work closely with colleagues and partner agencies regarding attendance
* Meet with students and their parents/carers where attendance and/or punctuality is a concern and formulate individual plans to improve attendance/punctuality
* Ensure student who are absent for prolonged periods receive regular and relevant work
* Monitor the attendance of students attending alternative provisions

**Other specific duties: -**

* Be fully aware of and carry out work in line with Child Protection Procedures. This may involve attending case conferences and strategy meetings, core groups or other meetings in relation to child protection cases
* Support the Early Help process for vulnerable families by offering advice, liaising with other professionals and attending meetings where necessary
* Maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs to be able to offer informed advice to parents, school staff, governors and others
* Work on and develop initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance
* Liaise with the exams officer ensuring that any missing students are chased
* Liaise with external agencies with regard to the attendance of looked after children
* Liaise with feeder primary schools and work together to improve attendance
* Implement policies, procedures and strategies to promote positive attendance and punctuality for all students
* To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation
* To carry out duties and responsibilities in accordance with the Academy’s Health and Safety Policy and relevant Health and Safety legislation
* Play a full part in the life of the Academy community, supporting its ethos and mission, encouraging and ensuring staff and students follow this example, including representing the Academy in a professional and positive light at all times to all stakeholders
* Farringdon Community Academy is an inclusive school and expects all colleagues to support in the behaviour management and supervision of students and take part with active duties to support student supervision on a daily basis
* To comply with any reasonable request from the Deputy Headteacher or the Headteacher to undertake work of a similar level that is not specified in this job description