



King  
Egbert  
School

## JOB DESCRIPTION

	<b>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</b>
<b>SCHOOL</b>	<b>KING ECBERT</b>
<b>POST TITLE</b>	<b>PUPIL ATTENDANCE AND PROGRESS OFFICER</b>
<b>GRADE</b>	<b>SCALE 3</b>
<b>RESPONSIBLE TO</b>	<b>HEAD OF SIXTH FORM</b>
<b>RESPONSIBLE FOR</b>	<b>MANAGING AND TRACKING SIXTH FORM ATTENDANCE IN LINE WITH THE OPERATION OF THE SCHOOL AND PROVIDING SUPPORT TO MONITOR STUDENT PROGRESS INCLUDING SUPERVISING STUDENTS.</b>
<b>PURPOSE OF JOB</b>	<b>TO MAXIMISE STUDENT PROGRESS THROUGH INCREASING STUDENT ATTENDANCE.</b> <b>To provide an accurate record of pupil attendance determining reason for absence in order to highlight areas for development resulting in an improvement in attendance and therefore progress</b>

## **JOB DESCRIPTION FOR POST OF:**

### **PUPIL ATTENDANCE AND PROGRESS OFFICER**

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

**The post holder must at all times carry out his/her duties and responsibilities within the spirit of School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.**

#### **Specific Responsibilities will include:**

- 1) Maintenance and management of the pupil database (SIMS System)
- 2) Create and provide management information for Sixth Form Office and Senior Leaders
- 3) Liaise with external agencies regarding pupil information and attendance data
- 4) Email staff to ensure completion of registers
- 5) Informing academic staff and pastoral managers of student absence
- 6) Follow and support school policy regarding term time holidays
- 7) Liaise with pastoral managers where student's attendance is a cause for concern to instigate students going on report and contract
- 8) Communicate with parents and students to challenge non attendance
- 9) Meet students to discuss attendance where there is concern
- 10) Build positive relationships with students
- 11) Monitor and track student medical appointments
- 12) Analyse and ascertain patterns of non-attendance
- 13) To operate the sixth form school switchboard in the mornings, acting as the first point of contact and when required directing calls to the appropriate personnel
- 14) Create and produce attendance reports weekly and per term to assist form tutors and pastoral managers
- 15) Supervise students as they work independently
- 16) To operate established and new technology based office equipment
- 17) To assist with the pupil data base (SIMS System)
- 18) To ensure general clerical support is provided where appropriate
- 19) To provide clerical support at appropriate meetings / committees
- 20) To undertake any recognised training as necessary in accordance with a planned programme of development
- 21) To undertake any other duties and responsibilities as may be determined after negotiation between management, the post holder and appropriate trade unions

## **KING ECBERT SIXTH FORM – FURTHER INFORMATION**

King Ecgbert is a happy, purposeful and highly successful school which provides high quality education. Pupils are valued as individuals and we are passionately committed to their achievement, personal growth and excellence in everything we do. They are encouraged to thrive in all areas of learning, in the classroom and beyond.

The Sixth Form is a hugely successful and developing community. We attract a wide range of students onto our A Level and our BTEC courses internally and from external schools. We have strong links with Newfield School, a member of our multi-academy trust, and we are looking to further develop these over the coming years. Our results at AS and A2 are outstanding. Student performance is extremely strong. The overall pass rate at A2 is 99% (it varies between 96% and 100%).

Our ALPS value added score informs us that for Teaching and Learning outstanding levels of performance and student progress are achieved.

In 2016 65% of our students achieved A\* - B. We regularly have pupils going onto Cambridge and Oxford and there is a specialist support programme at the school for Oxbridge applicants as well as for medicine and veterinary science. There is also alternative support available for those students who wish to go onto study apprenticeships or further training.

There is a well-established set of monitoring and support procedures for 6th Form students. There is an effective and carefully planned tutorial programme to support students' pastoral development. The sixth form team and all staff care deeply about the potential and personal wellbeing of each and every one of its students.

We pride ourselves on the enrichment opportunities available to students and the pastoral support that is offered to enable them to all individually reach their potential at school and into their futures.