



MAIDENHILL SCHOOL - JOB DESCRIPTION

Attendance Officer

Job Title: Attendance Officer
Salary Grade: G pts 19 – 27 £19446 - £24657 pro rata
25 hours per week term time
Actual salary - £10939 - £13870

Responsible to: Assistant Head (Student Welfare and Guidance), Head Teacher

Job Purpose:

- To support the school's aim to "create and achieve a brighter future" for all students
- To contribute to our raising achievement agenda by improving school attendance and reducing persistent absence
- To provide a specialist professional service to support the school in raising attendance, reducing persistent absences and improving punctuality to assist the school in meeting their obligations and targets in relation to school attendance and persistent absence
- To promote positive attitudes by students and families towards education, attendance and punctuality and to ensure that parents are made fully aware of their statutory responsibilities
- To proactively work with students and families to ensure good individual and whole school attendance and punctuality
- To work with students and make unsupervised contact with families in their own homes and elsewhere to assess the reasons impacting on attendance of individual students, facilitating their return or access to regular full time education provision

MAIN DUTIES AND RESPONSIBILITIES with regard to attendance and punctuality

- To ensure the school is compliant with legislation
- To manage the school's records, ensuring registers are taken and follow up is timely and thorough.
- To use SIMs's reports to provide data as requested by the SLT, Student Welfare and Guidance team and tutors
- To present data effectively and efficiently to different audiences using Excel where appropriate
- To liaise with the Educational Welfare Officer and where appropriate provide advice and administrative support to pursue absences through legal proceedings.
- To liaise with tutors, Learning Community Leaders and SLT and alert to any patterns and concerns
- To liaise with parents / carers using email, phone calls, letter and text messaging
- To identify students of concern and work with them to improve in a timely and effective manner
- To liaise with primary feeder schools and post-16 providers
- To advise the school on strategies to promote the regular and punctual attendance of all students and assist with implementation of the strategies

- To promote a culture of good attendance inside and outside of school using a variety of methods and work on initiatives to raise awareness regarding the importance of attendance and punctuality
- To collaboratively work and liaise with internal staff and external agencies to reduce the number of PA (Persistent Absence) and late students
- To attend and participate in regular meetings and ensure accurate notes are taken and distributed as necessary
- To maintain constructive working relationships with students, acting as a positive role model.
- To provide feedback and up-to-date information to staff, parents /carers and students
- To develop and maintain constructive relationships with parents/carers when exchanging information, facilitating their support for their son / daughter's attendance/punctuality
- To make unsupervised contact with families in response to data and referrals i.e. home visits and/ or meetings in school
- To assist in the development, implementation and monitoring of systems relating to attendance and punctuality e.g. registration, truancy etc.
- To comply with and assist with the development of policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To analyse data and patterns in relation to absence and punctuality and develop and implement improvement strategies
- To maintain and update all necessary records using manual and computerised systems, compiling returns as appropriate

SPECIFIC RESPONSIBILITIES: (Please note that these will evolve as systems and practice change)

Daily:

- To ensure all registers are completed and to accurately record those students attending alternative provision onsite or offsite, and ensure no missing marks or unexplained absences remain
- To email staff who have not completed their registers and any repeated non completion of registers is referred to the Assistant Head (Student Welfare and Guidance)
- To record Parent/Carer Absence calls and ensure that reason for absence and any other additional information is fully documented
- To make phone calls on first day of absence in line with school policy and send absence texts.
- To record and file medical letters and provide updates as needed
- To manage and respond to absence request letters
- To proactively work with students in a positive, can-do manner

Weekly:

- To generate and analyse weekly Attendance / Punctuality Performance Indicators highlighting attendance trends and patterns and significant group data
- To generate and analyse daily, weekly and yearly attendance data, including that of vulnerable groups, and create comparisons from data
- To attend EWO / Learning Community Leader meetings and contribute / take minutes as required and ensure the distribution of minutes to all appropriate parties
- Print absence sheets / data and put in register for tutors to challenge students and communicate through absence letters to parents and carers

Termly, or as required:

- Provide key performance figures
- Produce promotional material for display in school, at Parents'/Open Evening and for distribution to students, staff and parents

Other

- To maintain clear expectations, high standards of professionalism and collaboration to meet the School Improvement Planning priorities

Strategic Direction and Development:

1. To develop, manage and monitor all management information systems relating to attendance and persistent absence
2. To work within school policies and procedures, contributing to the provision of an effective environment for learning
3. To support the promotion of positive relationships with students, parents / carers and outside agencies
4. To maintain and update computerised record/management information systems

Accountability:

1. To work accurately and to strict deadlines with a professional approach incorporating confidential matters and safeguarding
2. Maintain all attendance records in accordance with Gloucestershire County Council requirements
3. To participate in and respond to Performance Management and associated outcomes
4. To take care for own and other peoples Health and Safety, undertaking Risk Assessments as appropriate

DUTIES – SUPPORTING STAFF

1. Support staff by the provision of attendance and punctuality information as required
2. Liaise with the SLT, to ensure all school documentation for public distribution is prepared to set deadlines and ensures the school's reputation is enhanced

DUTIES – SUPPORTING STUDENTS

1. Provide students with relevant attendance and punctuality information as requested
2. Set a good example in terms of personal presentation, attendance and punctuality
3. Intervene with students in an effective and timely manner

HEALTH AND SAFETY

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
2. Cooperate with the employer on all issues to do with health, safety and welfare including the reporting to the line manager or SLT of any dangerous situations in the work place, or any perceived shortcomings in health and safety arrangements

CONTINUING PROFESSIONAL DEVELOPMENT

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School
2. Undertake any necessary professional development as identified to aid School Improvement taking full advantage of any relevant training and development available
3. Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post
4. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice

GENERAL RESPONSIBILITIES

1. To be aware of and work in accordance with the school's safeguarding policies and procedures and to raise any concerns relating to such procedures
2. To be aware of and adhere to applicable rules, guidelines, regulations, legislation, policies, procedures and working practices of Maidenhill School including compliancy with General Data Protection (GDPR)
3. To contribute to school improvement work ensuring that student learning is central to all activities
4. To attend staff /department meetings, training and school events as required
5. To maintain confidentiality of information acquired in the course of undertaking duties
6. Communicate regularly with staff, students and parents, making positive and constructive comments about work and student progress and keeping up to date with personal information, wider aspects of the school agenda, recreation opportunities, enjoyment and professional development
7. To be responsible for your own continuing self-development and engage constructively with the performance management process, including any relevant training to further develop knowledge and skills to enhance own performance and support the school improvement agenda
8. To contribute to the training and development of the workforce

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Head Teacher or the incumbent of the post.

Staff Signature: _____

Head Teacher: _____

Date: _____