**Attendance Officer**

**Responsible to: Deputy Headteacher**

**Grade 6**

**37 hours a week; Term Time only, including INSET days, plus 2 weeks**

**Job Purpose**

To maintain student attendance records and act as liaison between tutors and parents in all

matters related to attendance.

**Main Duties**

* Produce, distribute and supervise the collection of registers.
* Monitor lates and unexplained absences
* Liaise with parents by telephone and/or letter over absences
* Keep Tutors, House Leaders and Student Managers informed of absences
* Maintain records on the system and produce lists and statistics as required.
* Process student holiday requests
* Monitor, interpret and evaluate use of data to inform the SLT, the Student Support Team and teaching staff.
* In conjunction with other members of the SST, to oversee the use of the Isolation Room and ensure records are kept and communicated.
* Liaise with external organisations as required, and attend relevant meetings including the school’s termly student support group meeting.
* Liaising with the Primary Transition Co-ordinator as appropriate.
* To ensure that high standards of recording are in place

**General**

* The post holder will be expected to act as an adult role model and support school policies, practices and procedures, including having an excellent understanding of child protection and health & safety responsibilities.
* The post holder may be asked to undertake other duties which may from time to time be reasonably assigned by the Headteacher and other members of the school’s SLT which are commensurate with the post.

**Dimensions**

Number of students: 1200

**Job Context**

The Student Support Team (SST) is centred on the crucial link between the way in which children and young people learn and their social knowledge and behaviour, the focus is upon establishing positive relationships across three elements of self, others and curriculum. Behaviour has implications for students, teachers, parents and other professionals. Its principles are applied to all students and not just those perceived as being “*difficult to manage*”. It applies as much to teachers and their relationship with students as much as it applies to the students themselves.

**Supervision**

The post holder reports to the Director of Student Support for overall direction, but operates independently on a day to day basis and will be required to deliver a high level of personal responsibility for the management of attendance. The self-starting nature of this role will require the post holder to set their own work priorities and exercise considerable initiative to ensure the successful delivery of the key areas they are responsible for, including dealing with situations as they arise.

**Problems and decisions**

* Ensure a safe school environment for all students, staff and visitors
* To be the first point of contact for families in terms of managing attendance.
* To be able to judge when appropriate to involve external agencies e.g. social services, when to involve the Director of Student Support or members of the Strategic Leadership Team, and when to act on own initiative on Child Protection issues.

**Contacts**

* Students – to provide attendance advice.
* Staff – provide advice, support and information in relation to students’ attendance and punctuality.
* External agencies where necessary
* Raise child protection issues in liaison with SLT and Director of Student Support
* Parents/carers – to handle concerns, complaints, liaise over student support or child protection issues.

**Knowledge, experience and training (or competencies)**

* Experience of attendance management systems
* Computer literate (training will be given on the specific system used)
* Good organisational skills
* Time management skills and ability to cope with deadlines
* Able to work on own initiative
* Excellent telephone manner and people skills
* Ability to work as part of a team
* Ability to create, maintain and enhance effective relationships with all stakeholders.
* Ability to inspire, motivate and communicate effectively with all staff and students.
* Ability to work well under pressure and have a good sense of humour.
* Ability to work independently under own initiative, and as part of a team.
* Ability to use a range of ICT applications.
* First Aid training or willingness to undertake training once in post.

**Working environment**

No special circumstances. Work will normally be undertaken on the school site.

**Special Notes Or Conditions**

The postholder will be subject to an enhanced DBS check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared. There will be some requirement for duties to be undertaken outside of the normal working day.

The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school’s child protection and behaviour management policy.

**Other Specific Duties:**

* To share in supervisory duties according to the school’s published rotas
* To keep up to date with school information e.g. the weekly bulletin, staff handbook and to clear you pigeon hole daily
* Participating in any arrangements within an agreed national framework for the appraisal of your performance
* To continue personal development as agreed
* To engage actively in the performance review process
* To undertake any other duty as specified and within reason
* Whilst every effort has been made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified
* Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description
* Employees are expected to be courteous to colleagues and to provide a welcoming environment to visitors and telephone callers
* The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**For all staff**

You have specific responsibilities under Health & Safety / Child Protection legislation to

ensure that you:

* Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
* Cooperate on all issues involving health and safety
* Use work items provided for you correctly, in accordance with training and instructions
* Do not interfere with or misuse anything provided for your health, safety or welfare
* Report any health and safety concerns to your line manager as soon as practicable
* Report any safeguarding children / child protection concerns to a senior member of staff.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in job commensurate with the grade or job title.

“Icknield Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”