



GREENWOOD ACADEMIES TRUST

JOB DESCRIPTION

Post Title: ATTENDANCE OFFICER

Responsible to: Principal/Head of School

Purpose: To be responsible for the support and promotion of pupil attendance and take appropriate interventions where required, in relation to attendance and other issues including family issues, safeguarding etc which impact upon the educational welfare of children and young people.

Main (Core) Duties:

Attendance:

- To work closely with parents and external agencies involved with persistent absentees and to correspond with parents as appropriate.
- To assist in the development of working practices, in line with the Trust policy and practice, to safeguard the Health and Safety of all staff and pupils in authorised Academy activities, both on the school premises and elsewhere.
- Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information is maintained.
- An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.

Education Welfare:

- Liaise and work closely with the Leadership Team, Principal/Head of School, external agencies and other professionals in order to develop effective strategies to improve attendance and reduce unauthorised absence and truancy.
- Initiate contact and/or attend meetings, including home visits, with external agencies, staff, parents/carers and pupils in order to provide support.
- To take supportive/remedial action in respect of individual absentees to secure regular pupil attendance.

Family Support Worker:

- Develop and sustain relationships with parents, carers and families, forging early links, so that issues affecting attendance are dealt with in the most effective way possible and tracked early.
- Empower families to overcome the issues they face and to find sustainable solutions to

their problems by providing guidance, information and support to parents/carers about relevant local services including those provided by voluntary and community sectors.

- Early intervention for parents/carers of children with social, emotional, health or behavioural issues. Working with parents/carers and all other stakeholders to address issues and improve health and well-being.
- In partnership with agencies and Academies, provide all parents with a wide range of information on how to and the benefits of, supporting their children's learning at each age.
- Build positive relationships with Academies and the integrated team to promote partnership working.
- Work with all external agencies e.g. Social Services, Police etc. to create a culture where all agencies give strong and consistent messages that:
 - parents/carers are valued partners
 - parents are the most important influence on their child's future
 - every parent will need support at some point on their child's life
 - parenting provision is key to tackling anti-social behaviour and contributing to other social and community objectives
- Work with pupils who are under Child Protection and carry out referrals on behalf of families if deemed necessary.
- To attend and represent the Trust at all external meetings.
- Keep up to date and accurate records and documentation pertaining to meetings and contact with children and families in line with Trusts standards and procedures.

Safeguarding

- Be the designated Safeguarding Lead.
- Carry out referrals and attend external meetings, e.g. CAF, core meetings, Child Protection meetings.
- Attend training as appropriate.
- Any other duties as deemed appropriate.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.