



## JOB DESCRIPTION

<b>Post Title:</b>	<b>CLUSTER ATTENDANCE OFFICER</b>
<b>Post No:</b>	
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To support children whose education is at risk due to attendance related issues as identified across the cluster of schools.</li> <li>To help families to improve their children's access to learning and enable all children and young people to maximise their educational opportunities, especially those vulnerable groups that may need additional support.</li> <li>To work as a member of the Inclusion Team across the cluster of schools to monitor attendance and support parents and students with any issues impacting this.</li> <li>To manage work load in order to achieve targets set in the Romero Partnership.</li> <li>To investigate the reasons for pupils unauthorised absence from school as requested by designated person in each school and take appropriate action to secure regular attendance.</li> <li>To develop and maintain high quality pastoral relationships with pupils who are on the caseload because they are identified as having attendance of 85% or below or are at risk of becoming persistent absentees.</li> <li>To contribute to wider pastoral support for young people.</li> <li>To track and reduce persistent absence.</li> </ul>
<b>Reporting to:</b>	<ul style="list-style-type: none"> <li>To liaise with designated member of staff.</li> </ul>
<b>Working Time:</b>	Full time.
<b>Salary/Grade:</b>	Scale 5/6
<b>Disclosure level</b>	Enhanced
<b>MAIN (CORE) DUTIES</b>	
	<ul style="list-style-type: none"> <li>To adhere to all data protection and data management legislation.</li> <li>To provide a complementary service for students, parents/carers and staff to assist in addressing attendance issues and punctuality.</li> <li>To provide support for behaviour and attendance to the Romero Leadership Team.</li> <li>To liaise with key members of staff within the Romero Partnership.</li> <li>To support the schools in the cluster in achieving attendance targets.</li> <li>To assist students and their parents/carers in overcoming barriers to learning within the cluster as requested by key members of staff within the partnership.</li> <li>To provide regular reports for partnership heads as required.</li> <li>To develop strong partnerships with a range of relevant support and external agencies to help promote, encourage and facilitate good levels of student attendance and punctuality.</li> <li>To promote the value of achievement in education and inclusion.</li> <li>To advise relevant staff on strategies necessary to support individual students.</li> </ul> <p>To meet/communicate with students, parents/carers both formally and informally via phone calls, one-to-one meetings at the relevant school, home visits and letters as appropriate.</p> <ul style="list-style-type: none"> <li>Make home visits as appropriate to the individual case on an accompanied or unaccompanied basis as required by specific circumstances.</li> <li>To use judgement, in consultation with relevant staff and external agencies, as to when serious action (including FPN and Court Action) need to be taken.</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>Any other reasonable duties identified related to the job purpose.</li> </ul>