



Job Description

Job Title:	Senior Trust Attendance Officer
Location:	Based at Tupton Hall School working across the Derbyshire Hub
Salary:	The Redhill Trust Pay Scale, Band 9, Scale points 41 - 50 £21,358 - £23,576 (Actual salary)
Hours of Work:	Full-time, Term Time plus 2 weeks
Responsible to:	Director of Attendance and Senior Assistant Headteacher at Tupton Hall School

Job purpose

- Manage pupil attendance to bring in line or above national expectations.
- Support the Director of Attendance to develop and implement strategies to improve attendance across the Trust.
- Effectively co-ordinate and liaise with other professionals in a multi-agency context
- Contribute to interagency development to enable children and young people to stay safe, achieve and make the best of the educational opportunities available to them, this will include working with school staff to identify pupils who are absent or truant, contacting parents/carers by telephone, conducting investigations to locate truant pupils and enforcing compliance of applicable laws, codes and requirements.

Main duties and Responsibilities

Support the Director of Attendance:

- Manage a caseload of children and families who are complex, challenging and have embedded absence issues.
- Develop and maintain a range of strategies and resources to effectively engage children, so that they attend school.
- Line Manage staff in the attendance team in the absence of the Director of Attendance.
- Plan, deliver and review individual action plans and family support plans to ensure that pupil whose absences are causing concern are identified and actions followed up by the school.
- Compile, maintain and file all physical and computerised reports, records and other documents required, including records of all cases investigated and reports required by other agencies

- Work in close partnership with pastoral leaders and tutors in raising attendance of students; Heads of House, Student Support Centre Manager and alternative provision. This includes the creation of specific student support groups who engage in programmes you have developed to raise attendance
- Manage a target cohort of students by regular contact with key students and their parents
- Develop systems to incentivise and further improve attendance through the academy reward systems through challenge, support and celebration
- Make home visits for students not engaging with education and meet regularly with target families in the academy to raise expectation of good and outstanding attendance
- Develop highly efficient systems that automate responses to parents where attendance is poor as part of a tiered approach
- Promote the importance of regular school attendance and the monitoring of attendance rates within the academy, including the use of challenge as appropriate.
- Undertake home visits in relation to casework and to promote attendance
- To conduct parent meetings
- Identify persistent absence and refer into Early Help as required.
- Use the intervention process with parents and carers, develop a variety of strategies to work with children and young people whose attendance is poor, particularly those who are disillusioned and disaffected, and their family as appropriate
- Contribute to the prevention of social exclusion by working in collaboration with school and other professionals
- Alert the Child Missing in Education Team when appropriate
- Contributed to social care and other external agency referrals
- Where appropriate, support parents and children following exclusion from school and assist with the reintegration of excluded pupils, offering support and guidance to both pupils and parents/carers
- Contribute to the monitoring of children and young people who are looked after
- Support the EWS in the preparation of Section 9 statements for legal proceedings (city) and EHAF referrals to the County Family Services.
- Offer direction, guidance and support to other members of the Attendance Team
- Recognise the need for personal development training within the team
- Analyse data and produce reports for the Director of Attendance and SLT when required.

- Deliver and update staff training on the importance of maintaining accurate attendance systems.
- Use IT Systems and ensure that record keeping is accurate and up to date.
- Follow Academy safeguarding procedures, referring all safeguarding concerns to the Academy DSLs
- To carry out additional duties in line with service requirements.

Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms