REDHILL ACADEMY TRUST
Exsisto Optimus

Job Description

Job Title: Trust Attendance Officer

Location: Across the Trust

Salary: The Redhill Trust Pay Scale, Band 8, Scale points 36 - 40
£21,318.31 - £23,530.40 (fte)

Hours of Work: Part Time, Term Time plus 2 weeks

Responsible to: Trust Attendance Manager

Duties and responsibilities

The Attendance Officer will analyse attendance data to maximise pupil attendance in school.

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.

The postholder will also ensure that pupil data is up to date and accurate.

General Description of the post

- 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

- Using ICT hardware and software packages record all attendance data into the school's computerised system and ensure staff are using systems correctly by providing support and training as required

- Record pupils who arrive late in school

- Check registers for absentees and make first day response calls, ensuring records of all telephone calls made to parents are kept.

- Record and maintain details of all holiday requests.

- Detect trends and patterns of absence and take appropriate action.

- In the absence of the Attendance Administrator, ensure attendance records are completed efficiently for each period, referring issues to appropriate staff

- Provide first aid to students as necessary.

- Challenge students on reason for lateness and absenteeism on a regular basis

- Communicate effectively with colleagues, pupils and parents.

- Maintain confidentiality and comply with data protection legislation.

- Demonstrate behaviour that is professional, ethical and responsible.

- Work in partnership with the Trust Attendance Manager through weekly face to face meetings and regular contact through other means

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