



# ST IGNATIUS COLLEGE

<b>Post Title:</b>	<b>Student Services Attendance Officer</b>
<b>Responsible to:</b>	Assistant Headteacher Salary Scale 5 Point 12-17 £24,022 - £26,088 36 hours per week - 39 weeks per year – [Term time only]
<b>Hours:</b>	8.00 am to 3:45 pm Monday to Thursday 8.00 am to 3.30 pm Friday

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## Key Responsibilities

- Provide support for student services provision .
- To attend all inclusion meetings, and ensure that LCs are aware of all attendance and punctuality concerns in their year group
- To work with groups of students to improve levels of attendance
- To work with parents/carers and other agencies in improving their child's attendance record and coordinating parental support and training where appropriate
- To identify students who need a home visit
- To interpret information relating to attendance patterns and identify key areas of concern for Learning Coordinators and the relevant Assistant Headteacher
- To ensure all registers are completed and no missing marks or unexplained absences remain
- To assist with the identification of students who will receive support in improving their attendance record
- To check and remind any staff to complete registers
- To ensure all unexplained absences are accounted for or send letter requesting an explanation
- To assist and check records prior to the Census to ensure school attendance is accurate and up to date
- To monitor the attendance of vulnerable groups of students and liaise with staff/SEND department
- To produce termly reports for Educational Welfare Officer and copy to the relevant Assistant Headteacher
- Liaise with the Education Welfare Officer, to exchange information and determine appropriate levels of intervention
- To liaise with the safeguarding team regarding child protection
- To input timely information i.e. exams, music trips, sporting events, absence reports etc and to keep Learning Coordinators and staff updated
- To check accuracy and correct coding on registers

- To be responsible for producing fire registers
- To follow Attendance policy and send out letters as required
- To provide updates for staff on student attendance
- To collate, maintain and update attendance data
- To work alongside relevant staff, teachers, senior management, learning coordinators to improve attendance
- To keep up to date with the school's MIS training
- To assist the Welfare Assistant with first aid at break and lunch time
- To be point of contact for MBWA
- To deal with Parentpay queries
- Cover Manresa for staff breaks.
- To supervise students at lunch duty

### **Expectations of all Staff (Teaching & Support)**

- Support the Headteacher and SLT in creating a culture for learning, high standards of achievement and success for all the students.
- Fulfil your duty of care for all the students in classrooms and around the buildings.
- Carry out all duties and responsibilities in accordance with the school's Mission Statement, contents of the Staff Handbook, policies, current practice and your duty of care for the students' well-being and safety; not to do anything to bring the name or ethos of the school into disrepute.
- Work flexibly as a member of a team, and undertake such other duties as may be required within the scope of this post.
- Deal with enquiries efficiently and sensitively.
- Ensure absolute confidentiality in all matters relating to the students, staff and school business.
- The post holder will ensure that the duties of the post are undertaken with due regard to the School's Health & Safety Policy and to their personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant subordinate legislation.
- Attend and participate in relevant meetings, training, performance development and other activities as required.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified*

*All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working*

**St Ignatius College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**