

Job Description

POST:	Attendance Officer
RESPONSIBLE TO:	Pastoral Manager
GRADE:	SCP 18 – 22
SALARY:	£25,419 - £27,514 full time equivalent
LOCATION:	Oasis Academy Leesbrook
WORKING PATTERN:	Term time only plus 2 weeks
DISCLOSURE LEVEL:	Enhanced
JOB PURPOSE:	To improve and monitor pupil attendance working with Pastoral Leaders and other support team colleagues. To track, monitor and support targeted students into further and higher education.

SPECIFIC RESPONSIBILITIES:

- Alongside the Pastoral Manager for Attendance
- To monitor whole Academy attendance data on a daily basis
- To organise and arrange interventions with regards to attendance
- To carry out first day contact with parents/carers to inform them of their child's absence. Advise Family Leaders and Pastoral Team of reasons for absence and concerns
- To organise, attend and monitor home visits in order to promote high attendance and develop positive relations with parents
- To monitor late students and students leaving school for appointments in order that internal truancy is minimised and punctuality is promoted
- To meet with parents to discuss attendance and put a support plan in place in order that students achieve at least 95% attendance
- To meet with external agencies to obtain support with difficult attendance issues
- To identify with relevant staff those students at risk of poor attendance and intervene appropriately
- To provide weekly attendance information to the Family Leaders and Pastoral Leaders
- To work with the preferred Oasis attendance support provider to further improve attendance
- To support with the appropriate procedural response to any requests from parents to electively home educate their child and to work with external partners regarding elective home education

Core Duties

- To support the academy ethos
- To contribute to academy-wide events including curriculum-focused events as part of the wider curriculum team, as and when required

- To be aware of the academy's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times
- To be aware of and comply with the codes of conduct, mission statement, regulations and policies of the academy and its commitment to equal opportunities.

H. Safeguarding children and young people

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

I. Other

- To cover a duty point(s) every day, as directed

J. Other Duties

1. The post holder will be subject to performance objectives agreed annually.
2. The post holder is expected to carry out such other duties as may reasonably be assigned by the Principal.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	

Attendance Officer Person Specification

Our Purpose

Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students, as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • At least to GCSE grade C or equivalent in maths and English • First Aid at work qualification or willingness to undertake training • Evidence of commitment to continued professional development 	
Experience, Skills and knowledge	<ul style="list-style-type: none"> • Understanding of attendance law and Oasis Policy • Use of pupil attendance tracker document • Good Literacy, Numeracy and ICT skills • Good organisational skills • Ability to encourage learning by building positive relationships • Good interpersonal skills with the ability to liaise effectively with other staff • Able to drive • Calm and adaptable with an ability to work within a flexible and busy environment • High level of discretion and confidentiality 	

	<ul style="list-style-type: none"> • High expectations of behaviour and ability to challenge without confrontation • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate checks, including enhanced DBS checks • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline • Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis Community Learning ethos. 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Ability to work cooperatively and sensitively with others, both independently and as part of a team • Ability to create a professional and welcoming office environment for staff, students and visitors • Committed to personal professional development and training • Enthusiastic and motivated • Committed to equal opportunities and working in a multi-cultural environment • Ability to display a calm, tactful and responsible attitude • Flexible approach and the ability to adapt to change within the working environment • Ability to take instruction and to work on own initiative 	

	<ul style="list-style-type: none">• Willingness to undergo appropriate checks, including enhanced DBS checks• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis Community Learning ethos.	
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