

TITLE OF POST:	Attendance Officer / Home School Support Worker
GRADE:	Scale S01
DATE OF APPOINTMENT:	TBC
LINE MANAGER:	Member of the Senior Leadership Team
HOURS:	36 hours per week, term time + INSET Days, plus up to 20 days per year, as directed (43 weeks)

JOB DESCRIPTION

Purpose of Post:

- To develop systems that will enable the school to raise attendance levels of students
- To promote positive attitudes by students and families towards education
- Responsible for working with identified students to overcome barriers to learning to ensure they achieve their full potential
- Unsupervised contact with families in their own home to assess reasons for identified barrier to learning and develop strategies to overcome barriers.
- To meet targets in relation to school attendance, especially Persistent Absence in collaboration with the Attendance Team.

Main Responsibilities:

Attendance and Wellbeing Team

1. To coordinate interventions with the three Year Teams
2. To actively work with the designated attendance lead in each key stage in order to ensure the consistent implementation of key interventions
3. To monitor the tracking and impact of the interventions within the three Key Stage teams on a regular basis, and in a timely fashion
4. Support Medical during emergencies as required (rare)

Attendance

1. Be key contact for all attendance issues in school years 7-13 -including students who are Educated off-site, reduced timetables, long-term ill and HINOS
2. To produce daily absence reports in the case of emergency/evacuation of school
3. To be responsible and co-ordinate for registers and student count during an emergency evacuation of the school
4. To be responsible for the day to day systems and processes related to the school attendance targets.
5. To provide support to Leadership Group ensuring all students are issued with Leadership Group Reports.
6. To provide information on attendance and Persistent Absenteeism data to appropriate personnel on a monthly basis and as additionally requested.
7. To meet the school Educational Welfare Officer and Heads of Year regularly to review statistical data relating to attendance patterns of groups within the school, identifying students for the Attendance panel and completing referrals, organising and managing the attendance panels
8. To complete monthly Educational Welfare Services return.
9. Feedback to relevant staff regarding outcome of the panels
10. To lead on monitoring attendance of specific groups.
11. Main Contact for Haya intervention regarding attendance
12. To be key contact for advice and support for students returning to school after a long period of absence, liaising with Key Stage Teams - Organise the return of students who have been off long term sick/ill
13. Liaise within the Academy regarding attendance
14. To maintain contact with parents/carers regarding issues of attendance by the use of Truancy Call and written contact in line with the School Attendance Policy, monitor throughout the day and respond as necessary.
15. To ensure that school registration systems are delivered and correctly administered and report on the quality of registers.
16. To attend and participate in meetings as required - provide attendance data for other meetings taking place eg- permanent exclusions, key stage meetings and PSP
17. To be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, Security, Confidentiality and Data Protection, reporting all concerns to the appropriate person.
18. To participate in the development of school reward systems in relation to attendance.
19. To keep up to date with current technology and oversee the training of staff in attendance and registration issues.
20. To be responsible for the removal and recording of students removed from the school roll in accordance with Government Guidelines. Communicate this information to the relevant staff

21. To liaise with the admissions officer if students have moved schools or out of the area to upload the CTF file or to be added child missing education register. Contact the new school and remove student off roll.
22. To be responsible for ensuring late students register on arrival in school and inputting onto the system
23. Prepare, organise and oversee register audit with the participation officer
24. Track/ monitor and feedback on all students educated off-site, on reduced timetables and attend the ELSU
25. Provide names and provide feedback for students who have been added to the local authorities truancy sweep
26. Complete and send referral form to the participation officer for LA intervention/ Penalty notices for holidays
27. Liaise with Head's PA regarding term time leave/ holiday requests and circulate the information to the relevant staff
28. Main contact for welfare call giving attendance information regarding looked after children
29. Written communication to parents via emails, letters and school newsletter
30. Assisting with Attendance issues ensuring registers are completed correctly, collecting registers and producing absence reports
31. Contacting parents regarding absence issues on a daily basis and track
32. Responsible for sending out messages to parents via the Call Parents package in Truancy Call.
33. To monitor closely all aspects of school attendance to promote high levels of attendance.
34. To prepare regular and timely analysis of whole school trends in attendance; preparing useful information for all stakeholders
35. To identify students and families who require support- oversee and advise on Early Help Assessments

2. Home School Support Worker

1. To deliver pastoral and attendance support to students.
2. To assess students and/or families who need additional support to overcome barriers to learning in collaboration with appropriate staff.
3. To make unsupervised contact with families in response to allocated referrals i.e. home visits and/or meetings in school.
4. To work collaboratively to reduce the number of PA students by providing 1:1 support for students and families.
5. To perform a range of administrative duties to maintain, update and analyse attendance data.
6. To communicate with identified staff to keep them informed with up to date information.
7. To promote a positive attitude to learning inside and outside of school using a variety of methods.
8. To assist with the efficient running of the Student Attendance and Welfare Offices and undertake first aid duties as required.
9. To liaise with key workers by email, telephone and face to face meetings.
10. To manage key worker and student meetings held in school.
11. To attend Team around the Family, CIN and Professionals Meetings when required.
12. To signpost families and provide resources available e.g. provision and completion of oyster card applications, school uniforms and charity support.
13. To invite, co-ordinate, plan and complete Early Help Assessments and SAFE referrals with identified families and submit these to the Early Intervention Team.
14. To manage the Targeted Programme referral system.
15. Written Communication with parents.
16. To track all interventions and referrals made.
17. To provide the Local Authority Truancy Sweep (MASH Team) with persistent absentee information in order for them to carry out Truancy Sweeps on selected dates.
18. To comply with and assist with the development of policies and procedures relating to Child Protection, Safeguarding, Health and Safety; Confidentiality and Data Protection; reporting all concerns to an appropriate person.
19. To attend and participate in meetings as required.

General:

1. To attend first aid updates as required
2. To take part in the school's Performance Management system evaluating one's own performance and planning and carrying out personal professional development.
3. To work in accordance with the vision, values and ethos of the school.
4. Assist with clerical and administrative duties as required.
5. Participate in general responsibilities of all Administrative Staff and in special events of the school as a whole.
6. It is inevitable that responsibilities and duties will evolve.
7. The post holder will be expected to undertake such tasks as are commensurate with the position and on the direction of the Head Teacher.

Barnhill Community High is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment