



Job title: Attendance Officer

Salary: Grade 4A-E £26,918- £29,616 FTE Actual £23,398 - £25,743

Contract Type: Full Time/ Permanent

Reporting to: Assistant Headteacher - Student Wellbeing

These tasks are not exhaustive and specific responsibilities will be negotiated and renewed with the postholder annually and in accordance with the postholder's strengths and the strategic development needs of the School.

Role Purpose

- To work within the Pastoral Team to ensure “every child, same chance” in terms of full attendance at school, which will maximise their chance of becoming game-changers.
- To promote excellent levels of attendance across the school by supporting students to attend school on time, and assisting in developing and maintaining effective monitoring systems to identify trends and highlight concerns.

The Attendance Officer will have the following responsibilities across the school:

- Relentlessly seek to improve the attendance of students in the school.
- Work in collaboration with other pastoral colleagues, the Head of Upper and Lower School as well as the Assistant Headteacher - Student Wellbeing to plan and implement

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strategies that will improve the behaviour, attendance and attainment of individual and targeted groups of students.

- To create and maintain positive working relationships with families with persistent attendance issues.
- Monitor and analyse attendance data daily to identify areas of concern and act accordingly to ensure every student attends school fully.
- Promote the importance of good attendance across the school through a range of strategies: assemblies/rewards/letters home etc.
- Attend meetings with parents/carers and other educational professionals, when appropriate.
- Ensure that 'first day absence calls' for all students are conducted.
- Produce and send letters regarding lateness and attendance.
- To ensure all absences are correctly coded and registers are up to date and accurate each day.
- To ensure school data systems correctly reflect student attendance on a daily basis.
- As appropriate, undertake home visits to support parents/carers with other pastoral staff to encourage students to come into school and support their improving attendance.
- Advise parents/carers about the legal process if their child becomes a persistent or severe absentee.
- Organise school attendance panels, set targets and if necessary, organise parenting contracts to be completed.
- Where required, support the management of Education Supervision Orders made in court.
- Implement and develop re-integration strategies to support a student returning to school, in order to resolve any difficulties and reduce the likelihood of further absence.
- To communicate with all providers of Alternative Provision for students and ensure registers accurately reflect students' attendance at said provisions.
- Engage fully with line management, pastoral meetings and professional development.
- Promote and support high levels of attendance through the full implementation of the Attendance Strategy.
- Telephone parents/carers where appropriate and complete home visits for absent children.
- Update CPOMS with any matters related to safeguarding and/or child protection concerns as required.

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- Support with transition arrangements for students entering or leaving the school.
- Be committed to improving personal practice through performance management.
- Undertake additional duties appropriate to the post as required.

Other responsibilities:

- To uphold the school's values at all times, ensuring students "Enjoy Respect Achieve" in all aspects of their education throughout their time at Bohunt Wokingham.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To manage their own behaviour in response to students' actions, maintaining high professional standards at all times and providing a good role model.
- Provide information to the leadership team for school self evaluation, and data to the Headteacher and Senior Leadership Team for reports to Governors and to BET as required.
- Contribute actively to the wider life of the school.
- Attend key after school events and fully participate in training days.

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