**Job** **Description**

**Academy:**  Ormiston Sir Stanley Matthew Academy

**Position:** Attendance Officer and Alternative Provision Coordinator

**Salary:** Grade 6 point 20-25 £25,991- £29,577 pro rata (Actual £22,256 - £25,327) Term Time Only, 37 hours per week

**Reporting to:** Vice Principal – Behaviour Safety and Welfare

**Role:**

As part of the Academy Pastoral Team the Attendance Officer and AP Coordinator will:

 Lead on and be accountable for all aspects of attendance across the academy, coordinating the attendance teams and ensuring that a clear and robust action plan exists to both incentivise good attendance whilst also challenge poor attendance through legal and other means.

 Be a role model in attendance procedures, supporting the day to day operations of the attendance team and taking an active part in ensuring that students arrive to school on time, in the correct uniform and ready to learn every day.

 Challenge individual students whose attendance is below the National average, forming strong links with the parents and carers of students with persistent absence.

* To coordinate alternative provision, tailored to meet the needs of identified students, using both in-house and external providers; maintaining a full overview of such provision and keeping leaders fully informed of student progress and the impact of such adjustments.

*NB:* *All* *post-holders* *at* *Ormiston Sir Stanley Mathews Academy* *are* *responsible* *for* *improving* *the* *outcomes* *for* *learners* *and* *upholding* *the* *ethos* *of* *the* *Academy.*

**Specific** **Responsibilities:**

 Work with senior leaders and pastoral staff to create the annual development plan for attendance within the Academy, ensuring that the strategy in place is sufficiently sophisticated to deliver rapid improvements in attendance.

 Work with the Key Stage Pastoral Leaders to plan a half termly Academy incentive programme for attendance, ensuring that incentives are low cost, high impact, relevant to students and effectively promoted across the Academy.

 Coordinate the daily actions of the attendance team, focusing priority on groups of students with both the highest needs (safeguarding) and the highest chance of success in home visits.

 Operate Truancy Call effectively and quality assure all attendance actions are carried out on a daily basis, including producing and sending Unauthorised Absence letters and communicating with parents to arrange any attendance meetings that may be necessary.

* Ensure on a daily basis, that all absent students have had some form of attendance intervention, and that all colleagues within the Academy are robustly supporting and delivering on the attendance strategy.

 Support, oversee and track the requirement of all instances of illness to be evidenced with medical information.

 Support, oversee and track the legal process for all parents who are not meeting their legal obligation to send their child to school every day unless they are too ill to do so.

 Develop strong relationships with Stoke on Trent City Council to further support the Academy in delivering a strong message about the importance of attendance.

 With the Academy year managers, set up and oversee all attendance clinics at both senior and middle leadership level.

 In conjunction with the relevant pastoral leaders, monitor carefully the attendance of students at offsite provisions and act to improve attendance where necessary.

 Write regular positive news stories for the various social media platforms across the Academy, around attendance success and community engagement.

 Ensure that all aspects of the Academy website related to attendance and community are kept regularly updated.

 Work with the senior leader responsible for transition to forge strong links with feeder primary schools where students who intend to come to Ormiston Sir Stanley Matthews Academy and have a history of persistent absence are supported with attendance plans.

 Deliver attendance assemblies to celebrate improvements in attendance.

 Provide attendance data daily, weekly and on request by senior leaders

* Attend Late Duty, monitor punctuality and produce reports and analysis of that data.
* Liaise with alternative provision providers and agencies, to ensure that any alternative provision is in line with known student aspirations, enabling clear pathways to be made for their next steps beyond Ormiston Sir Stanley Matthews Academy.
* Assist teachers in making smooth transitions for students who are accessing, or returning from alternative provision; and review the reintegration of such students at regular intervals; taking such further action as necessary.
* Monitor, and provide detailed verbal and written feedback on identified students’ attendance and behaviour; and progress and responses to learning activities as required.
* Maintain oversight of the impact of any adjustments made to individual student curricula, taking such action as necessary to ensure that it fully meets their needs.
* Liaise with parents over matters relating to attendance and alternative provision in collaboration with attendance officer.
* Support with the planning of opportunities for students to learn in out-of-school contexts in line with school policies and procedures.
* Prepare contributions to reports to Governors, so that they can effectively monitor the impact of attendance and AP strategies, including the quality assurance of AP providers, their curriculum and safeguarding processes.

**Other** **Duties:**

* To carry out morning, break, and lunch and after school duties as required by the leadership team.
* To participate in meetings with colleagues and parent’s relative to the post.
* Undertake home visits and attendance.
* To be a First Aider

**Equal** **Opportunities:**

 To promote equal opportunities in Education in Order that all children and families will gain optimum benefit from the service provided.

 To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.

**Generic** **Staff** **Requirements:**

 Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community.

 Adhere to the principles expressed in the aims of the Academy and its mission statement.

 Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement.

 Be a positive, collaborative team member.

 Apply Academy policies in all aspects of the role.

 Keep up to date with all aspects of the Child Protection Policy as it applies to the post.

 Undertake any other duties commensurate with the post or as directed by the Principal.

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

This job description is current at the date shown but, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All post holders are accountable through Ormiston Sir Stanley Mathews Academy Performance Management Policy. The Governors and Principal of Ormiston Sir Stanley Mathews Academy are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

Ormiston Sir Stanley Matthews Academy is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

‘We promote diversity and want a workforce which reflects the population of Staffordshire. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.’

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

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| **Signed** |  | **Dated** |  |