

Post Title:	Attendance Officer (maternity cover up to a year)
Department:	Associate Staff
Salary and Hours:	Bexley 5.1 FTE:£22,573 Actual salary: £19,330.10 36 hours per week, 39 weeks per year
Responsible to:	Family Liaison Officer
Responsible for:	School Attendance
Functional links with:	Deputy Headteacher and functional links with associate staff.
Main Purpose of the role	<p>Work with staff across the school to drive up standards of safeguarding and inclusion- including behaviour, attendance and student welfare.</p> <p>Undertake support for school systems on punctuality including First Day Calling processes Maintaining or improving attendance of all pupils across the school.</p> <p>Maintaining attendance and student welfare databases.</p> <p>Provide welcoming, supportive, efficient administrative duties relating to safeguarding, attendance and student welfare.</p> <p>To support the Inclusion and Support team.</p> <p>To fulfil the role of family liaison when needed, formulate and provide reports on attendance across Year's 7-11.</p> <p>To provide First Aid as required and cover for the Medical Officer as needed.</p>
<p>Townley Grammar School is one of the top 100 schools in the country. We are a multicultural girls' selective school with specialism in Performing and Visual Arts with Mathematics and Computing with boys in the Sixth Form. Rated as Outstanding by Ofsted, our students come from a wide socioeconomic background, which makes our school environment richly diverse.</p> <p>We develop students' knowledge, academic excellence and character by building their resilience, compassion and ambition. These core values provide our young people with the wisdom and independence to make the right choices and lead happy, fulfilled lives. The Post holder will uphold the vision of Townley Grammar School.</p>	

**Duties and Responsibilities:**

- Responsible for all administration related to student attendance, including punctuality to ensure the smooth running of the remit.
- Record, monitor, evaluate and report on attendance data/punctuality and support the school's drive to meet rigorous targets to improve attendance of pupils.
- Work under supervision of the Family Liaison Officer, Assistant Learning Managers, Learning Managers/Heads of Year and Education Welfare Officer.

- Prepare the appropriate paperwork and present information as required to enable the school to meet its obligations and statutory responsibilities. This will include requesting penalty fine notices, PME, CME and other related referrals to safeguarding pupils.
- Update school records, analyse attendance data and provide reports to senior managers and other professionals. Disseminate information, both internally and externally, in a timely fashion.
- Keep accurate, clear and concise records of all interventions and consultations and update information on the school's attendance system.
- Manage your own work load in line with the school priorities.
- Ensure robust safeguarding procedures and best practise is in place.
- Maintain a good working knowledge of the statutory framework and any policies and procedures relating to school attendance, safeguarding and SEND etc. in order to be able to offer informed advice to parents, school staff and others on attendance.
- Work to promote excellent whole school attendance of 95% and above or match the national average for school attendance as set by the local authority, reduce levels of student absence, decrease the schools PA (Persistent Absences) and work with students and families to promote high levels of attendance.
- Distribution and co-ordination of selected identified mail outs, rewards systems relating to the attendance remit (attendance, parents and pupils)
- Ensure all registers are taken throughout the day in a timely and accurate way.
- Assisting with co-ordination of late students, dealing with parent queries when necessary, signposting them to the relevant staff member for support.
- 1st day calling to student absence data, input of student absences, addressing student absence interventions with proactive follow up, highlighting and reporting attendance that is of concern to the relevant Manager.
- Supporting the designated Manager with data collection and analysis for Pastoral Teams, Head teacher, SLT, EWO, Governors, Ofsted and any other outside agencies.
- Supporting the designated Manager with yearly, termly half termly weekly statistics around attendance and punctuality.
- Be responsible for your own yearly, termly, half termly, weekly statistics around attendance and punctuality.
- Assisting with home visits relating to student absences or safeguarding.

- Creating, updating and refining system and structures to improve and make the remit more efficient.
- Liaising with parents in a friendly, supporting and encouraging way.

**General:**

- Undertake any other duties in connection with the level of the post. Ensure the efficient and effective running of the department.
- Keep up to date with statutory and legal requirements related to the post.
- Keep up to date with developments in inclusion and provide leadership, advice and guidance to the schools.
- Take into account all matters of the published aims and objectives of the school.
- To carry out any other duties as may reasonably be requested by the Head Teacher.
- Maintain appropriate records of work undertaken and report orally and in writing in a manner which ensures high levels of accountability to the trust.
- Show initiative, flexibility and the ability to deliver outcomes and make things happen.
- Following the school's safeguarding policy and attendance policy.
- At all times operating within the school's Equal Opportunities and professional code of conduct framework.
- Commitment and contribution to improving standards for all pupils within the school
- Contributing to the maintenance of a caring and stimulating environment for pupils.

**Continuing Professional Development:**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day to day running of the school.
- Undertake any necessary professional development as identified in the School Improvement Plan including up to date technical knowledge taking full advantage of any relevant training and development available.

## To assist in developing the role of the Safeguarding, Attendance and Student Welfare Assistant by

- Attending regular team meetings and Line Management meetings.
- Mentoring and modelling good practice and assisting with the development and progress of other Safeguarding, Attendance and Student Welfare Assistants
- Supporting other learning coaches with complex cases
- Taking professional ownership for remaining up to date with best practice and research into the most effective management strategies.

### Equal Opportunities

The post holder has a responsibility to understand and abide by the obligations laid down in the School's Equal Opportunities Policy and Dignity at Work Policy.

On a rolling programme, Safeguarding, Attendance and Student Welfare Staff will be expected to carry out training in addition to statutory training:

- Deputy Designated Safeguarding Lead Training
- Mental Health First Aid
- Understanding Safeguarding and Prevent
- Child Protection Training
- Peer on Peer Abuse
- Online Safety
- Adverse Childhood Experiences
- Female Genital Mutilation
- School Attendance and Children Missing Education
- Upskirting
- Gang Awareness
- Serious Violence
- Honor-Based Violence
- Money Mules
- Child Sexual Exploitation
- Contextual Safeguarding

### Key performance indicators

- Reduction of persistent absences
- Improved attendance and behaviour for all groups
- Reduction in high level safeguarding cases.

Person Specification		
	Essential	Desirable
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience of working in a general administration environment.</li> <li>• Computer literate, particularly in use of Microsoft Office.</li> <li>• Understanding of Data Protection and Confidentiality.</li> <li>• Demonstrable experience of awareness of legislation relating to school attendance</li> <li>• Experience of working effectively with the parents /carers of children / young people.</li> <li>• Experience of working effectively with a range of professionals to promote children's/young people's learning or welfare.</li> <li>• Practical experience of successfully promoting equality of opportunity.</li> <li>• Ability to manage staff effectively.</li> <li>• Ability to generate effective working relationships at all levels.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in education setting</li> <li>• Experience of data management, preferably Arbor in an education setting.</li> <li>• Effective partnership working with other agencies, for example, DFE, local authority, OFSTED, Further and Community Education Services, Business, Partner Schools.</li> <li>• Experience of maintaining an attendance system successful experience of leading and managing staff and resources.</li> </ul>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSEs or equivalent in English and Mathematics at grade A* to C</li> </ul>	<ul style="list-style-type: none"> <li>• ICT training and certificates.</li> <li>• Further education training and qualifications.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Discretion, tact and integrity.</li> <li>• Personal tenacity and resilience to ensure progress, sometimes against the odds.</li> <li>• Good time management skills, with the ability to work with patience within short timescales.</li> <li>• Ability to work on one's own initiative, balance competing priorities and organise a work schedule.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Excellent motivational, interpersonal, communication and presentation skills, both written and oral.</li> <li>• Flexibility, creativity and the ability to think laterally.</li> <li>• Ability to be reflective and self-critical</li>   <li>• Good numerical skills.</li>   <li>• Excellent interpersonal skills and ability to work within professional boundaries and relate well with visitors, students and staff.</li>   <li>• Ability to work with due regard to confidentiality, data protection and safeguarding at all times.</li>   <li>• Good organisational skills, to include: <ul style="list-style-type: none"> <li>-Being able to plan and prioritise work, so that deadlines are met; and being able to identify and analyse problems and use own judgement to produce an acceptable solution</li> </ul> </li>   <li>• Ability to follow set procedures and use own initiative in a busy environment.</li>   <li>• Ability to work under pressure against changing priorities and competing demands.</li>   <li>• Self-motivated and be able to work with minimum supervision.</li>   <li>• To organise/manage own workload and to keep up-to-date with changes in the working environment.</li>   <li>• A positive role model of professional practice and conduct of others</li>   <li>• Ability to take a collaborate role when working within a team</li> </ul>	
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<b>Training</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake relevant training and identify own development needs</li> <li>• Committed to ongoing CPD and Professional development</li> </ul>	
<b>Attributes and Attitudes</b>	<ul style="list-style-type: none"> <li>• Punctual and reliable</li> <li>• Flexible approach, including a sense of humour, and positive attitude towards work</li> <li>• Calm, tactful and collaborative manner</li> <li>• Trustworthy and discreet for confidentiality</li> <li>• A team player who is enthusiastic and willing to persevere in the face of challenges</li> <li>• Ability to adapt to changes in the workplace</li> <li>• To demonstrate a sense of commitment to support the ethos of the school</li> </ul>	
<b>Equality, diversity and inclusion</b>	<ul style="list-style-type: none"> <li>• Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Knowledge, understanding and commitment to safeguarding and promoting the welfare of students.</li> <li>• Promoting the welfare and success of all students and young people.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with students</li> </ul>	

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

All staff are expected to be committed to the Equal Opportunities Policy.

This appointment is subject to the current conditions of employment of support staff contained in the School Pay and Conditions Document, the Education Act 1997, other current educational legislation and the school's articles of government.

This Odyssey Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification at any time after consultation with the post holder.

SIGNED: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATED: \_\_\_\_\_

