

GREIG CITY ACADEMY



Draft Job Description

This Job Description sets out in general terms the management, purpose and responsibilities of a specific job at GCA. It is not intended to be a comprehensive listing of every task that a GCA employee might be called upon to undertake. It is not a legal document, although it may be referred to in the Contract of Employment.

Job Title:	Attendance Officer
Responsible to:	Assistant Vice Principal
Hours:	35 hours per week (8am to 4pm), working to a 40 week contract (term time only plus an additional five contractual days during the school holidays).
Salary:	Point 7 on the NJC pay scale for outer London, £19,715 per annum when calculated to reflect the 40 week contract (full time rate: £22,377). Individual salary range for this post: point 7 to point 11.

Purpose of the Job

To ensure the efficiency of the school attendance system liaising with students, staff, parents and carers as necessary.

Duties and Responsibilities

You will:

1. be fully aware of, understand and carry out duties in accordance with the school's policies and procedures relating to Child Protection, health and safety, confidentiality and data protection and specifically in accordance with 'Keeping Children Safe In Education', September 2019 and report all concerns to the named Child Protection contacts.
2. support the school's equal opportunities policy and support difference, ensuring each child has equal access to opportunities to learn and develop.
3. establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual pupil's needs.
4. support the school's Christian ethos and work positively and supportively in accordance with the school's plans, policies and procedures.
5. develop and maintain effective and positive working relationships with all staff, parents/carers and the wider community.
6. participate in training and other learning activities as required and attend appropriate professional development courses as identified through post-holders training needs analysis.
7. ensure that the post-holder's line manager is made aware and kept fully informed of any concerns which the post-holder may have in relation to safeguarding and/or child protection.
8. be responsible for your personal professional development and participate in the school's scheme for Performance Management.
9. promote and celebrate the successes of the school and foster a positive image to the local community.
10. model excellent professional conduct with colleagues, students and the wider community, demonstrating high personal standards.

Duties and Responsibilities Specific to This Post

General

You will:

1. provide a specialist service to assist the school in meeting their obligation and targets in relation to school attendance, especially persistent absence.
2. undertake training to achieve the competence required to operate the school's hardware and software.
3. be responsible for the accurate input of data into the Academy's system.
4. ensure that Greig City Academy's management system is maintained and updated as appropriate.
5. work closely with the Assistant Vice Principal to publish attendance reports, record information and monitor outcomes for individuals and groups.
6. ensure that parents and carers are contacted by telephone on the first day of all absences.
7. help to maintain appropriate sanctions related to attendance and punctuality issues by liaising with the Assistant Vice Principal and the Educational Welfare Officer.
8. draft necessary letters for parents and carers for attendance and punctuality concerns.
9. report any discrepancies, errors and faults to the Assistant Vice Principal immediately.
10. promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
11. help the Assistant Vice Principal retain a whole Academy overview of, patterns of attendance and punctuality and report on common patterns of truancy within subject areas, schools, year groups, as specific times of year and between groups of pupils.
12. advise the Assistant Vice Principal on strategies to promote the regular and punctual attendance of all students and assist with the implementation of the strategies.
13. run attendance reports for Parents' Evenings.
14. regularly meet with members of the pastoral team.

School Confidential Files

You will:

1. maintain and up-date student confidential files regularly and as required.
2. ensure that files are accessible during school time to designated staff.
3. maintain confidentiality and security by developing a system of recording files usage and ensuring that all access is strictly monitored.
4. ensure that all student incident reports are filed both electronically and manually.
5. provide administrative support for the Heads of Year and Assistant Heads of Year.

General Support

You will:

1. Send out late letters and text messages.
2. attend Parents' Evenings.
3. take general queries from students and staff, especially during the break time periods.
4. provide back-up for team members when needed.

Other

Any other duties which may, from time to time, reasonably be required within the level of responsibility of the post.

GCA has a commitment to safeguarding and promoting the welfare of children and has safer recruitment procedures in place for the selection of staff. It is committed to the principle of equal opportunities; we welcome all applicants and value the diversity they bring.

This job description will be reviewed as part of the appraisal process to reflect changing school, faculty and individual needs.

The duties and responsibilities of the post are to be carried out within the provisions of the Greig City Academy contract.

October 2019

Person Specification

Criteria		Essential/ Desirable
Qualifications, Knowledge & Experience	<ul style="list-style-type: none"> Educated to NVQ level 3/4 or equivalent. 	E
	<ul style="list-style-type: none"> A professional qualification relevant to the post such as a youth worker or other relevant qualification. 	D
	<ul style="list-style-type: none"> A relevant degree 	D
	<ul style="list-style-type: none"> First Aid qualification (or willingness to work towards). 	E
	<ul style="list-style-type: none"> Knowledge of school systems and an understanding of the issues affecting truancy and non-school attendance. 	E
	<ul style="list-style-type: none"> Experience of working effectively as part of a busy team as well as working alone. 	E
	<ul style="list-style-type: none"> Experience of working within a school environment and knowledge of the education system. 	E
Abilities, Skills & Disposition	<ul style="list-style-type: none"> A commitment to the protection and safeguarding of children and young people. 	E
	<ul style="list-style-type: none"> A clear understanding of issues that may affect a student's ability to attend school. 	E
	<ul style="list-style-type: none"> The ability to overcome communication barriers with students, and parents and carers. 	E
	<ul style="list-style-type: none"> The ability to meet tight deadlines and to plan and manage own time effectively. 	E
	<ul style="list-style-type: none"> The ability to use IT effectively for recording, data handling and display purposes. 	E
	<ul style="list-style-type: none"> The ability to work with any age group and with various levels of need across the school. 	E
	<ul style="list-style-type: none"> Good written and verbal communication skills. 	E
	<ul style="list-style-type: none"> Good organisational skills with the ability to maintain accurate and up to date records. 	E
	<ul style="list-style-type: none"> Good time keeping skills. 	E
	<ul style="list-style-type: none"> A willingness to participate in the school's performance management system and to undertake training to develop job related skills to support good practice. 	E
	<ul style="list-style-type: none"> A clear understanding of the issues linked to confidentiality. 	E
	<ul style="list-style-type: none"> Willingness to undergo an enhanced DBS Disclosure check. 	E