JOB DESCRIPTION

JOB TITLE: Attendance Improvement Officer
RESPONSIBLE TO: Senior leader (attendance) within each school within Alban Academies Trust
LINE MANAGEMENT, ALBAN ACADEMIES TRUST LEVEL BY: Assistant Headteacher (pastoral) at Ridgeway Academy
SALARY: H6/7, 4-5 days a week (minimum 6 hrs in each AAT secondary school, weekly) term time only plus one week.

PURPOSE OF THE JOB

- To contribute to raising achievement by improving school attendance in all schools within the Alban Academies Trust
- To provide a specialist service to assist all schools in meeting their obligations and targets in relation to school attendance, especially persistent absence.
- To promote positive attitudes of students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
- To make unsupervised contact with families within the home to assess the reasons impacting on the attendance of individual students, facilitating their return or access to regular full time education provision.
- To establish and develop a professional service to support each school in raising attendance, investigating persistent absences and improving punctuality.

MAIN DUTIES AND RESPONSIBILITIES
Within each school

- To advise the school on strategies to promote the regular and punctual attendance of all students and assist with the implementation of the strategies.
- To work on initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance.
- To support school leaders and pastoral staff in advising the school on all matters relating to attendance and where necessary take the lead role in developing creative work processes to improve school attendance.
- Meet with school staff, students and parents to identify individual problems and possible solutions
- Forge early links with staff and families to issues affecting attendance are dealt with before they escalate. These links will often be identified as part of the transition process between phase
- To work closely with the attendance administrator to monitor attendance and implement interventions with students and families as soon as possible where issues of attendance may arise
- To make contact with families in response to allocated referrals i.e. home visits and /or meetings in school.
- To establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
- To keep clear and concise records of all consultations and to write any other reports i.e. annual action plan and impact summaries, as required for the school.
- To use IT systems to produce reports, often to tight timescales, using word processing and record information including statistical data, providing reports to senior managers and other professionals.
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance, including keeping up-to-date with Ofsted criteria and judgements associated with school attendance
- To support the school in the initiation of appropriate legal action with Herts ISL Attendance to ensure the school is carrying out its statutory responsibility in respect of students. This will include preparing statements, attending and presenting evidence or request the issuing of penalty notice fines or other legal sanctions and completion of other referrals.
- To be fully aware of and carry out all work in line with Child Protection Procedures.
- To liaise and work with other professionals in police, Social Services, Housing , Health and any other statutory and voluntary organisations.
- To manage and prioritise own workload in line with service requirements within each school and across the AAT

Across the Alban Academies Trust

- Meet at least termly with all the Senior Leaders with responsibility for attendance across the AAT to share strategies and monitor impact across the AAT
- Support with the provision of accurate data regarding attendance in each school
- Where appropriate keep the Trust Board aware of emerging issues and trends in schools across the AAT
- It is anticipated that as the Alban Academies Trust grows this role will develop further to complement these changes

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

PERSON SPECIFICATION

Qualifications		Essential	Desirable
1	Educated to A Level or NVQ Level 3 or 4 eqivalent	✓	
2	A relevant degree		✓
3	The ability to write to a good standard of literacy to include excellent report writing skills	✓	
4	A professional qualification relevant to the post such as social worker, teaching, youth work or other relevant qualification	✓	
5	Driver's Licence and access to a vehicle	✓	

Experience		Essential	Desirable
6	At least one year's related experience of work within a school or local authority attendance related service		✓
7	Working with children, young people, parents and families preferably within an educational context.	✓	
8	As a part of a team, as well as on your own initiative.	✓	
9	Working with professionals from other agencies and in multi agency context.	✓	
10	Using IT systems to compile reports as well as analysing statistical data for monitoring purposes.	✓	

Knowledge		Essential	Desirable
11	An understanding of the issues affecting truancy and non-school attendance.	✓	
12	Demonstrate an understanding of issues linked to confidentiality.	✓	
13	Demonstrate knowledge of attendance regulations.		✓
14	Demonstrate an understanding of issues that may affect a student's ability to attend school.	✓	

Skills		Essential	Desirable
15	Ability to communicate effectively both orally and in writing especially with student's, parents, school staff, external agencies, social workers and other professionals.	✓	
16	Ability to use IT systems effectively to produce reports, record information and monitor outcomes for individuals and groups.	✓	
17	Ability to persuade and negotiate as well as excellent interpersonal/ communication skills.	✓	
18	Able to use own initiative and work alone when necessary.	✓	
19	Ability to overcome communication barriers with children and students.	✓	
20	Ability to listen effectively.	✓	
21	Ability to maintain accurate and up to date records.	✓	
22	Ability to meet tight deadlines and plan and manage own time effectively.	✓	
23	Demonstrate an ability to resolve situations of conflict.	✓	