



**Nene Park Academy  
Attendance Officer  
JOB DESCRIPTION**



Scale: PCC Grade 8  
Hours: 37 hours (full time)  
Weeks: Term Time plus 10 days  
Responsible to: NPA Assistant Principal for Safeguarding & Complex Needs

## **ROLE**

To be responsible for ensuring the accurate and timely, day-to-day administration of all students' attendance and punctuality data in liaison with Student Support Advisors, Senior Tutors, and Assistant Principals.

To lead and support all Student Support Advisors (including 6<sup>th</sup> Form) in ensuring the CMAT Attendance Policy and agreed academy procedures are adhered to.

To ensure that students' attendance within the whole school (including 6<sup>th</sup> Form) is at least in line with the National Average and meeting Academy targets.

To be responsible for maintaining records, information and data, producing analysis and regular reports for senior leaders and the academy council which will then inform improvement plans and actions.

To initiate and lead appropriate action and case follow up in respect of absence from school. This will include assisting staff, students, parents/carers to remove barriers preventing full attendance and engagement in learning culminating in cases moving towards legal interventions where appropriate.

## **RESPONSIBILITIES:**

### **Daily Attendance:**

1. In conjunction with House Teams, specifically Student Support advisors, ensure that registers are completed accurately each morning and afternoon and produce and distribute daily absence list; support to chase up missing registers after the allocated time by implementing and operating the student attendance computerised system run by SIMS. Also to ensure that any missing data is entered on the system accurately and correctly in line with DfE Regulations.
2. Ensure that SSAs monitor student attendance throughout the day through lesson checks and ensure procedure is followed if they cannot be located.
3. To ensure that House Teams/SSAs log telephone calls for reported absences on the attendance system and telephone home all absences that have not been reported.
4. To ensure that House Teams/SSAs log letters received regarding student absences and that information is forwarded appropriately to members of staff that need to know.
5. To ensure that House Teams/SSAs record student lateness and reasons for absence in SIMS and liaise with other administration staff to ensure that information is accurate, monitoring attendance for students who:
  - are truant from lessons
  - have sporadic day(s) of absence (including monitoring unusual amounts of medical appointments and absences from Activity and/or Pledges & Futures days),
  - have patterns of absence
6. Support the House Teams to identify attendance and punctuality issues and ensure students and families have access to support to encourage an improvement in attendance and support with verbal and written communications with parents/carers to discuss their child's attendance during the attendance escalation processes.
7. Advise & support House Teams to send letters raising attendance concerns to parents/carers and subsequently advise House Teams when to meet with parents/carers and students to produce Student Support Plans and instigate the Early Help Pathway where identified support is required.

8. Mentor students in a solution focused way to assist and empower them to improve their attendance at school and refer on to external agencies where required.
9. Lead parental meetings and produce Parental Attendance Agreements as part of the CMAT attendance escalation procedures where required to encourage and enforce improved attendance; escalating to CMAT Attendance Welfare Leader for legal intervention when required.
10. To initiate, complete and assist SSAs on the completion of Early Help Assessments (EHA) related to poor attendance utilising collated information prepared by the House Teams to obtain support to remove barriers to attendance prior to legal enforcement and present case information to LA Multi Agency Support Group (MASG) where required.
11. To chair and attend meetings such as EHA Team Around the Child and Academy Attendance Meetings (AAM) which includes Penalty Notice Warnings where required, where the Academy may take formal action for poor attendance.
12. To liaise with the safeguarding team and any external agencies as appropriate regarding student attendance and meet as required, providing support to families and other agencies and advice and guidance to parents/carers to enable them to meet statutory attendance requirements e.g. as part of Child in Need meetings.
13. To take responsibility for managing escalated attendance cases and to work closely with agencies regarding any legal orders and requirements, initiating legal action where parents/carers have committed an offence under education law. This will include preparing a case chronology ensuring all legal defences have been covered, appropriate letters, penalty notice requests to submit to the Local Authority, or preparing legal evidence pack to refer to CMAT Attendance Welfare Leader or Local Authority Legal Services as agreed and giving evidence in Court if required.
14. To undertake home visits to families for the purposes of performing 'safe and well' checks and absence related discussions and ensure elective home education (EHE) policies are followed, with appropriate procedures put in place, liaising with NPA Data & Achievement Team and CMAT Attendance Welfare Lead as required.
15. To receive and process requests for holidays during term time and follow up as appropriate liaising with the Principal as required. Ensure appropriate legal warnings are issued by letter to parents/carers requesting leave or where a single period of absence is suspected to be for the purposes of leave and prepare evidence pack and Penalty Notice Request to submit to the Local Authority.

### **General Attendance:**

1. To take a lead in supplying all attendance information, including statistical, 90% and below and PA, as and when required, to senior leaders and proactively monitor and analyse attendance records and progress towards school attendance targets, collating information regarding poor attenders for progress to legal action as necessary.
2. To liaise with the NPA Data & Achievement Team, Assistant Principal for Complex Needs, the CMAT Attendance Welfare Lead and other outside agencies to identify Children Missing Education and students with long term medical attendance barriers at the earliest opportunity to develop and apply strategies for dealing with these.
3. To monitor registration by Form Tutors and class teachers, as well as regularly visiting tutor groups and assemblies to enforce the importance of good attendance.
4. To attend weekly meetings with each House, including 6th Form, to review and discuss attendance and punctuality.
5. To meet weekly with Assistant Principal with responsibility for attendance to review data, discuss individual cases, action strategies and evaluate their impact/next steps.
6. Meet with CMAT Attendance Welfare Leader to discuss data and key cases that require legal interventions regularly.
7. To train new admin/pastoral staff as necessary in all attendance matters and implement new strategies, in liaison with Senior Leaders
8. Provide operational support to attendance and punctuality initiatives and incentive schemes, including 'late gating', sanctions, rewards and celebrations and produce 100% termly certificates for students and administer the half termly rewards and recognition programme for attendance.

### **Support for the School**

- To inform the Designated Safeguarding Lead, or Deputy DSL, of any issues relating to the safety and wellbeing of students.
- To help maintain good order and discipline among the pupils and to safeguard their health and safety, both on school premises and on any authorised trip.
- Participation in staff events by arrangement.
- Attend Staff Meetings as required.

- Contribute to the maintenance of a safe and healthy environment.
- Contribute and participate in academy events and activities.
- Develop and maintain effective working relationships with other staff and parents/carers.

Any other tasks, duties or services that may be reasonably requested.

### **Health and Safety**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

### **Continuing Professional Development**

- Participate in an induction programme.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Maintain up to date knowledge by attending relevant updates in respect of attendance, welfare and safeguarding legislation/practice.
- Participate in arrangements for the appraisal of their performance and that of other members of staff.

*This job description does not define all the duties/responsibilities of the post which will be reviewed annually as part of the performance management review and may be subject to modifications or amendments after consultation and agreement with the post holder. The job description is subject to review and may be changed following consultation with the post holder.*

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure and Barring Service.

### **Person Specification for Attendance Officer**

#### **Knowledge essential unless detailed as desirable:**

- Knowledge and experience of working with compulsory school age children and their families (especially 'hard to reach' families) within a supportive but constructively challenging environment
- Sound knowledge of collaborative working within a multi-agency arena; experience of leading professionals within the legislative and safeguarding arenas.
- Ability to participate in confidential discussions and lead meetings with parents/carers and professionals.
- Knowledge of Education Act 1996, Education (Pupil Registration) (England) Regulations 2006 and Anti-Social Behaviour Act 2003 (in relation to use of PNs); and subsequent Act amendments
- Understanding of Early Help Assessments (EHAs) and how to assess and analyse the needs of individuals and/or families to achieve the best outcomes
- Ability to accurately collate and present information as part of education legal protocols.
- Awareness of the data protection, information sharing and safeguarding children.
- Knowledge of School Safeguarding and Children's Social Care procedures desirable.
- Understanding of administration systems including filing and recording
- Computer literacy, with skills in using software such as spreadsheets, word processing, email and databases - knowledge of SIMS would also be desirable.

#### **Skills, essential unless detailed as desirable:**

- Ability to lead, support and instruct colleagues and other professionals in a constructive, supportive and determined way.
- Ability to lead within a multi-agency forum, presenting cases to multi-agency panels if required to obtain resources for families
- To be confident in communicating effectively with students, parents/carers and professionals by telephone and face to face in an empathetic and non-collusive way that constructively challenges actions, beliefs and outcomes
- To have a caring but assertive manner and be able to work in an determined, confident, solution focused way that promotes empowerment
- Ability to gather and collate information and write reports.
- Ability to co-ordinate and facilitate training, both individual and within a group environment, for students, parents/carers and staff desirable.
- Confidence and ability to assess and analyse the needs of individuals and/or families and implement interventions • To be discreet, confidential and reliable
- Ability to handle sensitive and emotional subject matter.
- Accuracy and attention to detail
- Use computer systems accurately for word processing and to record information and generate reports
- To be able to co-ordinate and prioritise workload
- Driver and car owner with business use insurance

#### **Personal Qualities, essential unless detailed as desirable:**

- To maintain a calm and measured approach under pressure; when managing difficult conversations/challenging parents/carers, at times, in the presence aggression; following agreed guidelines for such situations
- To be able to use initiative and work in an environment with unexpected interruptions responding in a calm way with a positive 'can do' attitude
- To understand professional boundaries when working with individuals and families so as not to enter into collusive relationships • To be non-judgemental in assessing the needs of an individual or family.
- Passion for achieving best outcomes for children, safeguarding their well-being and right to education
- To have the ability to prioritise and organise workload in a constantly changing working environment to meet deadlines.
- To confidently communicate effectively with all staff, students, parents/carers and external agencies
- To manage sensitive information and provide information in a courteous and succinct way
- Ability to work independently, be assertive and use initiative
- Be smart in appearance, to promote the image of CMAT academies effectively
- To have a positive attitude to work and be flexible in undertaking work and adaptable to changing routine and procedures

#### **Qualifications, Essential**

- GCSE (Level 2) in English and Mathematics or equivalent
- Minimum of 2 years' relevant experience of working with students and their families.