

ATTENDANCE OFFICER

Harris Professionals Sixth Form with Aspire Academy

Grade 5 (Outer London) + Performance and Loyalty Bonus
+ Harris Wellbeing Cash Plan + Pension Scheme (LGPS)
+ Additional Harris Benefits

For a confidential discussion about this post with the principal, more information or to arrange a visit, please contact the school on 020 3370 9238 or info@harrisaspire.org.uk



Main Areas of Responsibility

Reporting to: Academy Attendance & Welfare Officer, Inclusion & Welfare Leader (Attendance Lead).

Liaising with: Principal, Academy Leadership Group, other Coordinators, Subject Leaders, Student Support Services, external agencies (e.g. Social Care), relevant staff with cross-Academy responsibilities, relevant non-teaching support staff, parents, Governors, and other stakeholders

- Assisting AWO and Attendance Lead in the Management and Development of attendance and punctuality policies.
- To assist the Attendance Lead with data for Governor reports.
- Daily administration, monitoring and follow-up of attendance and punctuality; to ensure unexplained absences are accounted for.
- Work together with families to reduce unauthorised absences.
- Appropriate challenge and investigation when students are absent or late to the Academy.
- To ensure accurate coding is submitted to support Learning Support issued for those students late to the Academy.
- To text and call and email parents/carers of students absent at agreed time and record reasons on BromCom for absence if given. Cc line manager in parent/care emails. Blind copy Attendance Lead.
- Daily monitoring and early calls regarding the attendance of children in care or students on the vulnerable list as a priority, reporting to the Academy Attendance & Welfare Officer and Inclusion & Welfare Leader daily.
- Making home visits as required.
- Sending letters to parents regarding attendance as requested by the Academy Attendance & Welfare Officer
- Ensuring the smooth operation of the computerised registration system.
- Ensuring daily attendance information is entered accurately onto the system; checking, correcting, and following up on possible errors.
- Chasing teacher's incomplete registers in a timely manner
- Identifying patterns of poor attendance/punctuality and escalating concerns appropriately
- Establishing the reason for absences including telephone calls, letters, and home visits, in liaison with the tutors and other staff.
- Preparing and distributing attendance and punctuality certificates as part of the Academy's reward policy.
- Following up on poor attendance or punctuality. Organising attendance panel meetings with parents/carers, tutors and external agencies, ensuring student contracts are agreed and monitored.
- Signing students in and out of the Academy outside normal start and finish times, ensuring communication with home where required.
- Monitoring Inventory electronic sign in system; ensuring students are following procedure.
- Liaising with the Attendance & Welfare Officer to ensure that prompt, consistent and rigorous intervention with poor attendance is robust.
- To monitor student attendance together with students' progress and performance in relation to targets set for everyone ensuring that follow-up procedures are adhered to, and that appropriate action is taken where necessary.
- To deal efficiently and effectively with referrals on attendance concerns from faculties.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.
- To attend weekly line management meetings with the Attendance and Welfare Officer.
- To copy in line manager and Attendance Lead in all emails to staff and external agencies.
- To maintain a tidy, organised, and professional working environment always.
- To ensure the Academy health and safety policies and practices, including risk assessments, throughout the department are in line with national requirements and are updated where necessary.
- Referring cases where appropriate to the named person with responsibility for safeguarding.
- To be responsible for own professional development, identifying training needs and requesting courses as appropriate.
- Working front of house being vigilant of ongoing and reporting any safeguarding, behaviour concerns appropriately.
- Keeping up to date with changes in timetabling and coding of students.
- Keeping up to date with Government changes to attendance process and coding.
- Completing NEET and CME referrals in a timely manner.
- Completing accurate certificates for Aspire students for Commissioning sites.
- Communicating with S.O.A.R links for all attendance matters for students accessing the provision.

- To engage actively in the performance review process, addressing appraisal targets set by the line manager each autumn term.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To promote actively the Academy's corporate policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate;'
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The jobholder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) General Data Protection Regulations (2018) and Data Protection Act (2018)
- 4) Safeguarding children

Person Specification

Attributes	Description	Desireable
Qualifications	Educated to GCSE/A level standard or equivalent.	Relevant degree
Knowledge	Sound Knowledge of Microsoft software, in particular Excel Knowledge of attendance policies and procedures. Knowledge of the range of agencies that work with students and their families. Basic knowledge of first aid, e.g. emergency first aid course Knowledge of a range of attendance codes and when they can be used. Sound knowledge of BromCom. Knowledge of many of the social issues facing students from disadvantaged backgrounds Full working knowledge of relevant policies/codes of practice	Knowledge of CMIS system for input and export of student attendance data Training on CMIS system in relation to attendance and report generation Experience of working with students from a range of ethnic backgrounds
Experience	3 years' experience of working in an inner-city school or educational establishment. Experience of meeting with parents/carers formally and informally Experience in having challenging conversations with parents. Experience in a similar role. Experience of working with young people Experience of working with young people with challenging attendance and behaviour	Experience of managing attendance systems, this to include completing weekly, half termly and annual reports as requested in liaison with Attendance and Welfare Leader and Attendance Lead.
Personal Qualities	Understanding of principles of good student attendance and punctuality Ability to plan effective actions for students with poor attendance. Effective use of ICT to secure good attendance. Understanding of a range of welfare issues that may be affecting students and their families. Well-developed interpersonal skills to be able to relate well to a wide range of people. Work constructively as part of a team whilst being able to demonstrate initiative. Good communication skills Calm and professional manner Have commitment to own personal and professional development. Commitment to equality and diversity Empathy with the aims and objectives of the Harris Federation Good time management and organisation skills Ability to multitask and prioritise workload. Knowing when to take appropriate action in highlighting attendance and safeguarding concerns.	

HOW TO APPLY

For a confidential discussion about this post with the Principal, more information or to arrange a visit, please contact the school on 020 3370 9238 or info@harrisaspire.org.uk

Thank you for your interest in our school. We look forward to receiving your application.

*If you think a career with us is right for you, discover more at:
www.harriscareers.org.uk*