



Job Description

Job Title:	Trust Attendance Officer
Location:	Across the Primaries in the Trust
Salary:	The Redhill Trust Pay Scale, Band 8, Scale points 36 - 40 £21,905 - £24,177 (fte)
Hours of Work:	37 hours, Term Time plus 2 weeks
Responsible to:	Trust Attendance Director

Duties and responsibilities

The Attendance Officer will analyse attendance data to maximise pupil attendance in the academies.

This will include working with school staff to identify pupils who are absent, contacting parents/carers by telephone, conducting investigations to support pupils and families, enforcing compliance of applicable laws, codes and requirements.

General Description of the post

- Compile, maintain and file all physical and computerised reports, records and other documents required regarding attendance matters, including records of all cases investigated and reports required by other agencies.
- Work in close partnership with appropriate staff within the primaries on raising attendance. This includes the creation of specific student support groups who engage in programmes you have developed to raise attendance.
- Manage a target cohort of pupils by regular contact with key parents and focus work with pupils.
- Develop systems to incentivise and further improve attendance through the academy reward systems through challenge, support and celebration.
- Make home visits for pupils and their families not engaging with education and meet regularly with target families in the academy to raise expectation of good and outstanding attendance.
- Develop highly efficient systems that identify where attendance is low and liaise with staff in academies to develop personalised strategies to remove barriers that may be impacting on the attendance of the pupil.
- Monitor and track pupil punctuality and identify families where this is a concern and devise strategies to tackle this.

- Support academies with late gate duties.
- Detect trends and patterns of absence and take appropriate action.
- Challenge pupils and parents/carers on reason for lateness and absenteeism on a regular basis.
- Communicate effectively with colleagues, pupils and parents.
- Maintain confidentiality and comply with data protection legislation and GDPR.
- Demonstrate behaviour that is professional, ethical and responsible.
- Work in partnership with the Trust Attendance Manager through weekly face to face meetings and regular contact through other means.

Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms