



## Hayesbrook Academy Job Description

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<b>Job Title:</b>	Attendance and Inclusion Officer
<b>Hours:</b>	37 hours per week
<b>Basis:</b>	39 weeks (Term time + 1 week of INSET)
<b>Salary:</b>	KR6: Point 14-17
<b>Reporting To:</b>	A member of the Senior Leadership Team

### Purpose of the Role

Attendance is an essential aspect of a successful community and academic success. This role makes an essential contribution to raising achievement by both improving school attendance and promoting inclusion by working in partnership with families, external agencies, academia and the wider community. The role is crucial in supporting improvements in attendance at an individual, cohort and whole school level.

### Duties

- Monitor and respond to the late arrival of students in the mornings.
- Record parent/carer absence calls on SIMs and ensure the reason for absence and any other additional information is fully documented, organising a daily check on reasons for students not attending and responding as appropriate.
- Initiate and carry out periodical post-registration truancy checks.
- Chase up reasons for absence using agreed systems.
- Assist in the development, implementation and monitoring of systems relating to attendance and inclusion.
- Offer guidance and support to students returning after a long period of absence.
- Make contact with other schools and gain any relevant information about the attendance records of new students including the new Year 7 cohorts.
- Monitor lesson attendance throughout the day and at a minimum for am and pm registration lessons, responding as needed and disseminating information to other stakeholders.
- Provide attendance reports for all student groups, as requested.
- Produce statistics and analysis of data, identifying possible trends.
- To advise on strategies to promote the regular and punctual attendance of all students and assist in the implementation of the strategies.

### Managing Inclusion

- Carry out home/off site visits to pupils and their families, taking the lead in these meetings.
- Liaise with Education Welfare and other support services to improve attendance.
- Keep up to date with current technology and oversee the training of staff in attendance and registration issues.
- Participate in the development of school reward systems in relation to attendance.
- Identify and understand trends in order to prepare strategy proactively, and target intervention appropriately.
- Attend regular meetings with SLT to present current data and impact of strategy
- Collate work from teaching staff and send to students where needed (including exclusions)

- Ensure referrals are made to external support agencies (such as WKLF, Early Help, LIFT, Health Needs etc) to ensure timely and appropriate support for students/families.
- To be present, and participate at governor disciplinary meetings, casual admission meetings and reintegration meetings as appropriate.
- Coordinate external agencies visiting students on site.
- Lead the writing of risk assessments in relation to student inclusion.
- Contribute to the administrative process of students on a managed move.
- Participate in the pastoral support planning for identified students.
- Ensure compliance with administrative requirements/ communication for students on reduced timetables.
- Support the SEN department as required in areas of inclusion.

### **Contributing to the Organisation**

- Manage a student reception between the start and end of the school day.
- Ensure that school registration systems are correctly administered by all staff – ensuring that senior leaders are kept briefed on compliance to academy systems.
- Be the first contact for all attendance and inclusion issues including for external agencies/visitors.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Report all concerns to the appropriate person.
- Attend and participate in meetings as required.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and appraisal meetings.
- Recognise your own strengths and areas of expertise and use these to advise others.
- Assist in the supervision, training and development of staff.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.
- Any other reasonable request from the Executive Principal.

### **General Administrative Duties**

- Ensure that all attendance data is kept and filed in an organised way that enables the academy to have quick and easy access to information.
- Create engaging displays that promote excellent attendance.
- Ensure appropriate record keeping of actions and outcomes of meetings with families and other agencies.

### **Actions to Improve Attendance and Punctuality**

- Phone calls, visual letters and arrange meetings with parents and Key Stakeholders.
- Send out half termly attendance letters highlighting the current attendance percentage weighed against the academy attendance thresholds.
- Undertake routine checks of pupils in lessons.
- Be on duty outside school before the start of school and manage the late arrival system.
- Be present at a designated duty point before the start of all lessons to ensure punctuality.
- Manage the process of court proceedings and prosecutions with the local authority.

### Following Health and Safety requirements and initiatives

- Ensuring compliance with Data Protection legislation.
- Compliance with all requirements in relation to safeguarding and promoting the welfare of children and young people.
- At all times operating within the Trust's Equality policies.
- Commitment and contribution to improving standards for pupils as appropriate.
- Contributing to the maintenance of a caring and stimulating environment for young people.

### Notes

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the duties as set out in the foregoing.

<b>Signature</b>
Signed:
Print Name:
Date: