

Job Description

POST:	Attendance Officer
GRADE:	Grade 3
RESPONSIBLE TO:	Leadership Link
WORKING PATTERN:	Term Time 37 hours per week

Purpose of the job:

To improve school attendance through the effective working with students, families, House Pastoral teams and other agencies, analysing data to guide interventions and evaluating their impact.

MAIN DUTIES AND RESPONSIBILITIES

Attendance

1. To maintain a range of school records and data relating to pupil attendance records. To respond to requests for such data from a range of staff in the school and assist in the interpretation of such data and information.
2. To work with form tutors to supply accurate student attendance data.
3. To monitor and track data around attendance and attainment and to use this data to support identified groups of vulnerable young people to show an improvement in these areas.
4. To monitor and evaluate attendance and punctuality data so as to review the success of the school policies and initiatives to improve the attendance and punctuality of students where this is of concern.
5. In cases of poor school attendance and / or welfare issues to be proactive in assessing the situation and liaising with the appropriate professionals when students may be in need of additional support.
6. To offer general advice to parents and schools on education matters.
7. To maintain regular contact and establish constructive relationships with families/carers of children in need of extra support, to keep them informed of the child's needs and progress and to encourage positive family support and involvement.

8. To proactively maintain and develop contacts with other statutory and voluntary agencies.
9. To communicate and advise staff of the procedures and rules necessary for the correct functioning of the attendance system to ensure adherence to the school's policies and processes with regards to the management of attendance problems and awareness of support programmes in place.
10. To network with internal and external health/support agencies on a regular basis. To liaise with a range of health and support agencies with a view to seeking advice and support on behalf of students with specific concerns which may affect their attendance at school, under the direction of a member of the school leadership team.
11. To work with the school leadership team, the SENCO, teaching staff and the relevant LA advisers so as to contribute to the review and development of school policies and processes relating to attendance management, ensuring adherence to DfE guidelines and consideration of the success of the school's existing policies and processes.
12. To evaluate the success of support initiatives with regard to school attendance problems and to produce reports on student attendance on a regular basis.
13. To liaise with schools staff. EWO, Behaviour Support Services, ISA, Social Services, Health and Family Support services as appropriate to identify students at risk of disaffection.
14. To have knowledge and appreciation of the range of activities, course, opportunities, organisations and individuals that could be drawn upon to provide extra support for pupils.
15. To network with countywide learning mentors, parent support advisers, family support workers and the Education Welfare service to share best practice.
16. To work proactively with school staff and other professionals to devise and monitor alternative education packages for disaffected or underachieving pupils within the social inclusion guidelines.

Admissions

1. To be responsible for maintaining accurate student records, ensuring all new students joining the school and those leaving are recorded on the school's administration systems.
2. In conjunction with school staff and external agencies as appropriate, to participate in the comprehensive assessment of new pupils to identify those in need of extra help to overcome barriers to learning.
3. To act as lead professional, where appropriate, and support the CAF process through the implementation of TAC's for vulnerable young people.
4. To support and identify children and parents in transition, at all phases as appropriate to ensure effective engagement in education.

General

1. To maintain high standards of confidentiality.

2. To act as the point of contact for access to services and programmes for their supported students.
3. To encourage their students to engage in out of school hours motivational learning opportunities.
4. To carry out administrative tasks associated with all of the above duties.
5. To remain aware and work within all relevant school working practices, policies and procedures.
6. The post holder is responsible for his/her own self development on a continuous basis.
7. To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted in the course of duty.
8. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the school's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection)
9. To undertake other duties appropriate to the grading of the post as required.