



## **Attendance Officer**

### **Job Description**

<b>Salary scale:</b>	F015S (£21,275) - 019S (£23,442) (pro rata Actual £18,617-£20,513)
<b>Hours:</b>	Full Time, Term Time Only + 5 Insets, 37 hours per week (08:00am - 4:00pm Mon-Thurs, 3:30pm Fri)
<b>Permanent / Temporary:</b>	Permanent
<b>Responsible to:</b>	Vice Principal – Pastoral & Attendance / Attendance Lead
<b>Job purpose:</b>	To promote positive attitudes towards Academy attendance on the part of Pupils and their parents / carers and so ensure that pupils are present at the Academy so as to ensure their progress and achievement.
<b>Managing:</b>	None

### **Key Responsibilities**

The Attendance Officer's main role is to promote positive attitudes towards Academy attendance on the part of Pupils and their parents / carers.

### **Main Responsibilities**

- To implement, with consultation, a programme of regular monitoring of Academy attendance and punctuality. To consult, advise and support senior staff and other Academy staff on current Academy attendance, absences and punctuality. To consider a range of actions and alternatives for further improvement and recommend implementation to the Line Manager.
- To devise in-academy activities to promote the attendance of individual pupils. These may include gradual re-integration into the Academy through part timetables, in-academy meetings with Pastoral Support Manager's, Directors of Learning and facilitating support groups of problem attendees, and other appropriate activities suitable to individual circumstances.
- Attend all Parent's Evenings.
- To assist the Academy in identifying pupils with problems, assess the underlying causes of poor attendance and punctuality in individual cases and target resources by effective intervention to maximise attendance and improve punctuality. Effective intervention will involve liaison with parents / carers and may involve social services or other agencies to address the specific needs of individual children. It will also involve devising and developing a range of alternative actions to promote attendance.

- To work with Senior Staff. Pastoral Support Manager's and Directors of Learning in the Academy and tutors to ensure that punctuality continues to improve.
- To visit families alone or invite families into the Academy, and keep a record of these visits, in order to pursue concerns about attendance and other welfare issues. To formulate during such visits strategies for dealing with the issue, to propose an appropriate strategy to the family and to deal with the consequences.
- To have a working knowledge of relevant legislation which has a significant influence on the functions of the Education Welfare Service. Be able to advise the Principal, pupils, academy staff and parents / carers on the implications of such legislation and its practical application to schools, pupils and their parents / carers. The relevant legislation includes The Children Act, The Education Act, and Children and Young Persons Act.
- To provide pupils and parents / carers with an effective advice and support service, employing listening skills in the provision of the above. Liaise between a pupil's home and Academy, involving other support agencies as appropriate, including social services, educational psychologists, and medical and counselling services.
- To have an understanding of the relevant aims and practices (including anti-bullying schemes) of the Academy. To be familiar with the Behaviour Policy in the Academy so that accurate advice and information can be imparted to parents when visiting homes as the representative of the Academy.
- To make enquiries about allegations of bullying by parents / carers and assist in the resolution of any resultant disagreements between the Academy and parents / carers.
- On a day to day basis to be knowledgeable about the educational guidelines on child protection in order to advise academy staff and also ensure all child protection issues are dealt with according to laid down Area Child Protection Procedures. The nominated child protection officer and the Education Welfare Officers have responsibility for the decision to process all Education Child Protection referrals to Social Services.
- To assist in the training of Academy staff in respect of attendance (including court proceedings and registers / electronic systems).
- To prepare cases of non-academy attendance for the attention of the Academy and local authority panels.
- To develop and promote a good working relationship with the local authority staff with responsibilities for attendance.
- To have a working knowledge about special education needs provision, including attending Academy INSET, when appropriate.
- Effectively maintain lines of communication with all parties involved in resolving attendance issues including in confrontational situations.
- Frequently change priorities in light of changes in circumstances in academies and with pupils and parents / carers, whilst maintaining base workloads.

- To assist with the whole Academy's behaviour management policy.
- Be a mentor for a very small number of pupils, if required to do so, particularly persistent absentee pupils.
- To carry out residence checks on behalf of the Academy to confirm that a family is resident where they state to be resident.
- To liaise with travelling and refugee families to ensure children access and benefit from education.
- To endorse, uphold and promote the Academy's Equal Opportunity policy.
- To develop communication with the cluster primary staff, who have responsibility for attendance
- To undertake other relevant duties which may be required from time to time.
- To lead in the preparation of regular reports for governors on attendance and punctuality.

## **General**

- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- Actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.
- To participate in training and other learning activities and the academy's performance management process
- The post holder will be expected to work flexibly and carry out all duties in compliance with the academy policies

## **Corporate Staff**

Fulwood Academy has a strong corporate staff component; some corporate staff are centrally employed and others work in curriculum areas or other specified areas.

Our corporate team pride themselves on their professionalism and effectiveness.

Fulwood Academy has whole school staffing policies. Corporate staff have the same access to appropriate training courses as teaching staff. All academy personnel policies are equally applicable to corporate staff and teaching staff. Corporate staff are encouraged to play a full part in the academy community.

## **Personal qualities for all staff**

Fulwood Academy is on a journey of rapid change. Sharing our vision, ambition and achievement for all, is vital. This is supported by a caring atmosphere where discipline and relationships are based on our 4 core values:

- Trust
- Excellence
- Ambition
- Manners

To support the academy and to your own success, we expect the following from the whole team:

- a commitment to the protection and safeguarding of children and young people;
- the ability to work as part of a developing team
- the ability to demonstrate a caring attitude to students and colleagues
- appropriate qualifications/or experience to competently carry out your role
- a willingness to pursue professional and personal development

All staff at Fulwood Academy are role models for children and are expected, therefore, to model good behaviour and conduct themselves in a way that is consistent with our expectations of our students.

### **Performance Management**

To participate in the annual Performance Management process, agreeing targets linked to academy development plan, departmental and personal priorities.

### **Safeguarding Commitment**

Fulwood Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All post holders at Fulwood Academy are subject to an Enhanced DBS check following the offer of a post, and any offer is subject to satisfactory checks being obtained.

## PERSON SPECIFICATION

### Attendance Officer

CRITERIA	METHOD OF ASSESSMENT
<b>Knowledge &amp; Experience</b>	
Previous Experience on working in a school / academy Attendance position.	Letter of Application / Interview
Ability to work with children, adolescents, parents /carers	Letter of Application / Interview
Experience of working with confidential matters	Letter of Application / Interview
Ability to work as part of a team	Letter of Application / Interview
<b>Skills &amp; Abilities</b>	
Good oral and written presentation skills	Letter of Application / Interview
Ability to use initiative and to work independently	Letter of Application / Interview
Ability to use discretion and diplomacy	Letter of Application / Interview
Ability to be highly productive, work under pressure and meet deadlines	Letter of Application / Interview
Ability to work with other professionals	Letter of Application / Interview
Ability to understand and promote equal opportunities within the Academy	Letter of Application
Awareness of the reasons for non-school attendance	Interview
Some knowledge of the education system	Letter of Application
Some knowledge of the Children's Act and education legislation	Interview