**ATTENDANCE & PASTORAL OFFICER**

**JOB DESCRIPTION**

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| **Line Manager** | Deputy Head (Pastoral) & School Business Manager | | |
| **Grade** | 7 | **Salary Range** | 24-31 |

**Job Purpose**

The Attendance Officer will work alongside key school staff in school to promote excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance. It is important to:

* Promote and support high levels of attendance
* Support students in achieving their full academic potential
* Promote a positive attendance and punctuality culture
* Form strong relationships with parents/carers

**Attendance:**

* Maintain accurate student attendance and lateness records on the SIMS.Net Attendance Module on a daily basis.
* Follow up student absences and lateness by telephone or other means, on a daily basis with guidance from relevant colleagues, making appropriate referrals.
* Register late students and inform Heads of Year/Form tutors
* Provide daily student registers for appropriate activities e.g. fire registers, school assembly.
* Initiate and follow through appropriate sanctions in liaison with relevant colleagues and other professionals including fines and court action.
* Identify individuals and/or groups of students that require additional support to improve their levels of attendance and punctuality and assist in raising standards.
* In liaison with relevant colleagues / school management, attend follow up meetings and other relevant meetings with parents/carers and/or other professionals to provide relevant information, offer support and seek ways in which the school can help in improving individual attendance and punctuality.
* To complete the pupil attendance section of the Pupil Census.
* Provide accurate and timely attendance and lateness reports to relevant colleagues, Senior Leadership Team and other professionals e.g. EWO, as well as information required at court hearings.
* Liaise with outside agencies, parents/carers, social services, other schools and/or organisations in relation to information on student attendance and punctuality.
* Report any welfare and/or child protection concerns as per the school policies and procedures including the completion of the CAF referral with regard to attendance
* Identify and implement intervention strategies to address poor attendance and celebrate excellent attendance.
* Produce a half termly/Fortnightly summary of attendance across the school and any other reporting on attendance as required

**Pastoral Support:**

* To manage safeguarding documentation and response of staff in line with school policy and practice providing quality assurance checks of staff response and highlighting required actions in order to achieve quality.
* To ensure record keeping of pupil concerns is managed effectively and that appropriate written accounts/ reports are completed including the quality assurance of documentation in line with school policy and the LA thresholds
* To raise issues and concerns with school DSL in the event of either of the above falling short of the required standard in line with school policy
* To coordinate the production of individual pupil reports e.g. incident logs for re-admittance after exclusions, materials for governors’ meetings etc. for use by all stakeholders
* To fully organise and minute all PEP meetings with Local Authority and ensure documentation is completed effectively
* To manage the process of implementing PEPs for individual Looked After Children (LAC) and ensure deadlines are adhered to by stakeholders
* To manage the application for additional pupil funding for LAC and pupil premium
* Complete and file CAF referrals from pastoral team and manage the follow up actions
* Maintain bullying log
* Maintain parental meetings log

**Administration:**

* Lunchtime (daily) and Saturday Detentions (weekly):
* Add names to spreadsheets
* Send out registers to SLT, HOYs, staff running detention, produce letters for pupils on Saturday detention
* Liaise with parents and administrator of school post to ensure pastoral information is communicated onto parents in a timely and accurate manner
* Add missed detention points to SIMS
* Typing letters for HOYs, HODs, SLT, form tutors and subject teachers.
* Exclusions: typing exclusions, book meeting room for parental meetings and prepare homework packs for excluded students
* Assisting with school functions/events, as and when required.
* PSHCE
* Reprographics