

ATTENDANCE OFFICER JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Attendance Officer	Location	Wrenn School
Salary	NJC Scale 5 (Points 12 – 17) Actual salary £24,597 - £26,682	Hours	37 hours per week 39 weeks per year (term time plus one week)
Department	Attendance Team	Reports To	Attendance Manager

JOB PURPOSE:

To be responsible for supporting the Attendance Manager and wider school staff to increase levels of pupil attendance and develop a positive culture of attendance at the academy.

KEY RESPONSIBILITIES AND DUTIES:

MAIN RESPONSIBILITIES OF THE POST

- Support to drive the whole school attendance strategy and culture of attendance. Ensure attendance concerns at all levels are addressed in a supportive and timely manner.
- Direct the roles and responsibilities of the Attendance Leaders and Attendance Coordinator.
- Supporting with developing a 'Vulnerable Learner' register of at-risk students.
- Ensure that families are contacted on the first day of a pupils absence in accordance with the schools Attendance Policy, using an SMS text messaging service and phone calls.
- Contribute to the effective QA of absences and entry of data.
- Responding swiftly and decisively to attendance information provided.
- Work with the Attendance Improvement Manager in developing and implementing the schools Attendance Interventions and ensuring that accurate tracking of interventions occurs.
- Ensure unauthorised absence letters, and concern letters are sent in a timely manner.
- Support with the preparation and advertisement of Attendance Rewards and initiatives to praise students for good attendance and to encourage others to attend.
- Represent the Academy as required during any external reviews
- Carry out regular home visits as part of the attendance improvement strategy Ensure all attendance processes are robust, clear and effective, and are applied consistently. To provide training to colleagues where appropriate.
- Ensure the correct completion of attendance registers and accurate recording of all attendance codes.
- Carry out regular home visits as part of the attendance improvement strategy
- Communicate procedures to be used by parents and carers when notifying the school of sickness including requests for holidays in term-time.

DATA

- Fully operate the school's Information Management System (Arbor) for the development and production of reports and analysis of information of attendance statistics.
- Attend regular Attendance meetings with the senior leader in charge of Attendance to consider patterns of absences and lateness and to suggest strategies for improvement.

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- Prepare regular attendance statistics required by the school, the Academy Trust, Local Authority and DFE, using a range of applications.
- Prepare various other reports, as and when required, using Arbor.
- Ensure discussions and agreed actions are recorded on student files.
- Ensure effective communication of attendance support strategies with all members of staff, students and parents/ carers. Review attendance support strategies and re shape provision for students as required.
- Prepare data and media for parents and carers to be given out at events such as parents evenings to promote good attendance.
- Support the production of reporting data as required

REWARDS

- Support with the development of a system of rewards for good attendance.
- Incorporate rewards for attendance into awards ceremonies or celebration evenings.
- Support with developing reward presentations for assemblies.
- Support with the publication of attendance information in newsletters and/or the school's website.
- Analyse the way in which staff use the rewards system

MONITORING

- Monitor attendance patterns for all pupils, pupils at risk, including PA, disadvantaged and SEND.
- Support with developing effective interventions to drive improvements in attendance patterns where required.
- Support with weekly data updates to SLT and the Trust's Academy Improvement Board.

PUNCTUALITY

- Promote the importance of punctuality.
- Monitor lateness for early intervention where there are concerns with individual pupils.
- Monitor and review intervention programmes to reduce lateness to school.

PARENTS

- Support parents and carers by providing advice, engaging other agencies, engaging parents and carers in their child's learning and using parenting contracts positively.
- Contribute to attendance panels and initiate strategies with other stakeholders to support individual students and families.
- Challenge parents and carers through the use of legal instruments, school attendance orders, education supervision orders, parenting orders and prosecution.

SCHOOL CULTURE

- Attend Parents Evenings as required
- Support the academy's values and ethos by actively promoting and contributing to the development and implementation of policies, practices and procedures
- Help create a strong academy community, characterised by consistent, orderly behaviours and caring respectful, relationships
- To be active in issues of student welfare and support.
- Support and work in collaboration with colleagues and other professionals in and beyond the school.

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OTHER PROFESSIONAL RESPONSIBILITIES

- Establish effective working relationships, ensure professional conduct and be an effective role model to students at all times.
- Undertake other various responsibilities as directed by the Head of Department or Senior Team.
- To actively participate in own development and professional learning and to contribute to the development of others.

SCHOOL ETHOS AND COMMUNITY

- Reinforce and instil clear standards for and throughout the school.
- Promote the school's unique identity and celebrate its achievements.
- Recognise, praise and celebrate the commitment and achievements of colleagues, students and other stakeholders.
- To be a positive role model of the values and behaviours that underpin the school vision.
- Collaborate with colleagues to ensure the sharing of resources to the benefit of the school, department and individual students.
- Contribute to wider life of the school through your participation in meetings, extra-curricular events and information/open evenings.

SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST

- Develop strong, positive relationships with Creative Education Trust colleagues; contribute to collaborative work across Creative Education Trust schools and support other staff in participating in trust-wide work and projects.
- Participate in Creative Education Trust and sector-wide activities in order to share best practice, contribute to the development of Trust strategies and policies and promote the school and Creative Education Trust in a national context.
- Undertake any other reasonable duties deemed appropriate to the role.

PERSONAL QUALITIES

- Must be adaptable, flexible and change agile.
- A clear understanding and commitment to the school, Creative Education Trust and its vision.
- An ability to enthuse and engender a desire for learning and passionate commitment to excellence at all levels.
- High level interpersonal and communication skills.
- Commitment to inclusive education providing opportunity for achievement for all.
- Integrity, openness, energy and enthusiasm.

JOB REQUIREMENTS		
	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • Good English and Maths skills, preferably to GCSE Grade 3 minimum or equivalent. 	<ul style="list-style-type: none"> • Further relevant qualification equivalent to A-level or above. • Driving licence and access to a vehicle

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<p>EXPERIENCE</p>	<ul style="list-style-type: none"> • At least one year's related experience of work within an educational attendance related setting. • Working with children, young people, parents and families within an educational context. • Experience of analysing attendance data and identifying key areas for improvement. • Working with professionals from other agencies and in multi-agency context. 	<ul style="list-style-type: none"> • Experience of producing reports from Arbor.
<p>KNOWLEDGE AND UNDERSTANDING</p>	<ul style="list-style-type: none"> • School systems and an in depth understanding of the issues affecting truancy and non-school attendance. • Demonstrate an understanding of issues linked to confidentiality. • Demonstrate an understanding of issues that may affect a student's ability to attend school. 	<ul style="list-style-type: none"> • Demonstrate knowledge of attendance regulations.
<p>SKILLS AND PERSONAL ATTRIBUTES</p>	<ul style="list-style-type: none"> • Ability to communicate effectively both orally and in writing especially with students, parents, school staff EWS, social workers and other professionals. • Ability to use IT systems effectively to produce reports, record information and monitor outcomes for individuals and groups. • Ability to persuade and negotiate as well as good interpersonal skills. • Able to use own initiative and work alone when necessary. • Ability to overcome communication barriers with children and students. • Demonstrate an ability to cope with stressful situations. • Demonstrate experience in conflict resolution. 	

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CREATIVE EDUCATION TRUST VALUES	<p>All colleagues are expected to demonstrate the Creative Education Trust values in their work by:</p> <ul style="list-style-type: none"> • Empowering Ambition: Supporting personal growth, innovation and high performance. • Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. <p>These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.</p>
EQUAL OPPORTUNITIES	<p>A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity</p>
SAFEGUARDING	<p>A thorough understanding of up-to-date safeguarding requirements and best practice</p>
OTHER REQUIREMENTS	<p>High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.</p>

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.