

Attendance Officer Job Description

Hours of Work: 36 hours per week, 8am to 3.45pm, 8am to 3.30pm Friday Term Time Only

Range from Point 16 to 22 (£33,417 to £36,522) prorated to (£29,047 to £31,746)

Job Title:	Attendance Officer
Main Purpose:	<p>To work alongside key staff in school to champion excellent student attendance, reduce levels of absence and work with children and families to promote high levels of attendance and punctuality.</p> <p>To support the safeguarding of students and staff and play a key role in ensuring a culture of safety and protection throughout the school.</p>
Reports to:	Deputy Head (Pastoral)
Responsibilities:	<p>Accurate Registers:</p> <ul style="list-style-type: none">• To ensure daily key stage 3, 4 and 5 attendance registers are accurate and complete, with correct coding, no missing marks or unexplained absences, and to follow up with staff members about any incomplete data• To inform relevant staff when correct register procedures are not followed in line with the Attendance Policy <p>Administration:</p> <ul style="list-style-type: none">• To be the first point of contact for students, parents/carers, staff and agencies regarding attendance• To receive daily telephone calls/emails/attendance notices from parents/carers related to absences/lateness and mark registers accordingly• To follow up on all unexplained absences and frequent lateness with parents/carers• To ensure all relevant information regarding absence/lateness, school trips, exclusions etc. is entered on the Arbor MIS• To maintain an accurate system for students signing in/out of school that upholds Safeguarding requirements• To respond to all student leave of absence requests, including initial requests, getting authorisation from SLT and then informing the relevant staff/students/families about the outcome of the decision and keep the records on CPOMS

- To monitor and respond to attendance concerns through the three stages of persistent absence intervention; communicating effectively with students, parents, staff and external agencies as appropriate
- To work with pastoral leaders in organising and communicating attendance/lateness detentions and interventions
- To lead daily or weekly check-ins with identified students and/or parents/carers to review progress and the impact of support/intervention
- To maintain accurate records of communications with parents/carers, and students via CPOMS
- To issue and process all admin in regards to fixed penalty notices to parents for unauthorised absences and liaise with appropriate Local Authority contacts
- To support the Educational Welfare Officer (EWO) in attendance meetings, target setting and monitoring, home-visits and links with outside agencies
- To represent the school at attendance tribunal meetings which may be held and have relevant documents, reports and information readily available for senior staff as required
- To work closely with the School Office team, Pastoral teams and DSLs, as part of the administrative team
- To work collaboratively as a member of the School Office, cover reception as required, assist with medical room duties and offer ad-hoc admin support as required
- To complete other regular administration activities as determined by line management

Monitoring and reporting

- To use attendance data effectively to identify students in need of additional support to improve attendance or punctuality
- To support school leaders/Head of Years to identify appropriate interventions to improve attendance for particular groups or individual students
- To produce and interpret attendance reports for school leaders and Governors, identifying attendance percentages and figures, key statistics, reasons for absence and any patterns of concern
- To produce termly attendance reports for the Educational Welfare Officer and copy to the relevant SLT member
- To work with school leaders to develop and revise the school's attendance policy

- To implement children missing education (CME) procedures when appropriate
- To assist with the checking and updating of records prior to the Census to ensure school attendance is accurate and up to date

Working with parents/carers, students and other agencies

- To build positive relations with parents/carers and other agencies to encourage family involvement in improving their child's attendance
- To record and coordinate parental support and training where appropriate
- To work with individuals or groups of students to improve levels of attendance
- To carry out home visits, where necessary, to address attendance concerns for individual students

Safeguarding

- To be fully aware of statutory guidance and understand the duties and responsibilities from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children, Keeping Children Safe in Education, and the school's Safeguarding policies and other relevant school policies
- To monitor the attendance of vulnerable groups of students and liaise with SEN Department, Safeguarding team and Heads of Years
- To be alert to when persistent absence becomes a safeguarding concern and early help may be required, using CPOMS to inform the Safeguarding team
- To attend and support the delivery of internal Attendance and Safeguarding CPD
- To complete level 2 Safeguarding training
- To complete First Aid training so as to support colleagues in the school office to deal with first aid needs within the school

Professional development

- To take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, taking a key role in identifying own training needs
- To maintain level 2 Safeguarding and first aid training, with support from the school
- To take part in the school's appraisal procedures

Additional Responsibilities:

- To undertake other reasonable duties related to the job purpose required from time to time.

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

The post holder is required to uphold the school's policy in respect of child protection matters. S/he shall be subject to all relevant statutory and institutional requirements.

This 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 constructed. The post holder may be required to perform any other reasonable tasks after consultation.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All staff participate in the school's performance management scheme.

Signed:

Date:

