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| **REDDISH VALE HIGH SCHOOL****JOB DESCRIPTION**

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| **Post Title:** | Attendance Officer |
| **Pay Range:** | Scale 5, £20,661-£22,658 (pro rata to hours and weeks worked) |
| **Hours:** | 37 hours per week, TTO + 5 days, Permanent |
| **Responsible to:** | Assistant Headteacher |
| **Liaise with**: | All members of the staff team (teaching and support) as well as students, parents, members of the public and external agency workers. |   |

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| **Main purpose of the job:** * To co-ordinate education welfare and attendance.
* To improve school attendance, punctuality and behaviour through effective working with pupils, families and outside agencies.
* To liaise with the Safeguarding Officer on any safeguarding and child protection matters.
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| **Areas of responsibility and key tasks:** **Support for pupils*** Establish productive working relationships with pupils and their families, acting as a role model and setting high expectations of attendance and behaviour
* To facilitate the educational partnership between home, school and the pupil, by support, liaison and negotiation
* Develop and implement educational plans for identified children e.g. looked after children and children with social and emotional needs
* Maintain a range of school records and data relating to pupil attendance, behaviour and safeguarding
* In cases of poor attendance and punctuality (and or welfare issues) be proactive in assessing the situation and liaising with appropriate professionals
* To coordinate, plan and carry out daily home visits, including cold calling, lone visits and joints visits with other appropriate services, e.g. Police, Health, Social Care and Caseworker
* Effectively manage a caseload and ensure casework and documentation is prepared and collated to support legal sanctions, and to present in court
* Take part in strategy discussions and inter-agency meetings
* To collate, analyse and produce pupil attendance data, attendance patterns, trends and reports to inform future service delivery and strategic direction to improve attendance in school

**Support for teacher*** Provide data and information on attendance, punctuality, behaviour and safeguarding issues
* To act as a source of support, advise and expertise to staff on matters of safeguarding, attendance and behaviour
* Provide and signpost staff to relevant training
* To work as part of a team and contribute to the achievement of the team objectives and responsibilities
* To lead on child protection referrals that fall under educational neglect
* To support with additional duties and to engage with parents, carers and pupils at key points during the school day
* To liaise and collaborate in join work with other practitioners/teachers
* To support whole school events
* Accompany teaching/lead staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher/lead staff

**Support for the curriculum*** To collaborate with staff and appropriate professionals to support children to successfully access the curriculum

**Support for the school*** To provide data and reports to the senior management teams and governors on attendance, punctuality, behaviour and safeguarding.
* To maintain attendance tracking systems, analysing data and using the data to target interventions appropriately
* To proactively maintain and develop contacts with outside agencies
* Take action over non-attendance and poor punctuality
* Implement the relevant school policies including safeguarding, child protection, behaviour, anti-bullying and attendance
* Be responsible for pupil records related to the role and the secure transfer of documentation to relevant agencies and schools
* Contribute pro-actively to school policy including the development of whole school attendance policies
* Develop, implement, monitor and renew initiatives to improve attendance and behaviour
* To conduct attendance governor panel meetings as appropriate

**General*** Ensure any documentation produced is to a high standard
* Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
* Participate in the school/academy Performance Management process
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
* To promote the area of responsibility within the school/academy and beyond
* To represent the school/academy at evens as appropriate
* To support and promote the school/academy ethos
* To undertake any other duties and responsibilities as required that are covered by the general scope of the post
* To undertake any other reasonable duties at the request of the Headteacher
* Maintain high standards of confidentiality
* Undertake other duties appropriate to the grading of the post as required

**Note:** Everyone who works at Reddish Vale High School has the responsibility for promoting the safeguarding and welfare of students.  |
| **Signed by Post Holder:** | **Date:** |
| **Signed by Headteacher:** | **Date:** |

**PERSON SPECIFICATION**

**ATTENDANCE OFFICER**

| **Attributes** |  |
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| **Qualifications & Training** | * Degree or equivalent level qualification in a relevant subject eg CQSW, CSS, Diploma in Social Work, Diploma in Education Social Work Studies - **Desirable**
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| **Experience**  | * Experience of working with students/young people and their families
* Experience of providing pastoral care
* Experience of providing intervention programmes
* Experience of dealing with difficult and challenging situations
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| **Abilities, skills and knowledge** | * Knowledge and awareness of issues and factors related to underachievement and barriers to learning and participation
* Knowledge of building effective one-to-one mentoring
* A knowledge of current educational issues especially in relation to pastoral care and child protection
* A clear understanding of pastoral and student guidance and support issues in schools.
* Excellent communication skills, both written and verbal with the ability to communicate effectively with a wide range of audiences including school staff, students, parents and outside agencies
* Ability to build effective relationships with students and young people and develop strategies to remove barriers to learning
* Ability to work as part of a team
* Ability to inspire and motivate students across the school to achieve their potential, leading by example
* Ability to maintain complete confidentiality and act with sensitivity and discretion at all times.
* Ability to keep calm under pressure
* Ability to analyse, use data and write clear detailed reports
* Ability to organise work, prioritise tasks and manage time effectively
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| **Other** | * Flexibility to adapt to changing workload demands and new school challenges
* Commitment to equal opportunities
* A willingness to apply for an Enhanced DBS check
* A willingness to undertake additional training, keep up to date with developments and changes in good practice.
* Driving licence and vehicle
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