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