

## Heathside School

### Job Description & Person Specification

<b>Job Title</b>	<b>Attendance Officer</b>	<b>Grade</b>	<b>Surrey Pay 6</b>
<b>Department</b>	<b>Student Support</b>	<b>Hours</b>	<b>35 Hours Mon to Fri 8am-3.30pm</b>
<b>Reports To</b>	<b>Assistant Principal</b>	<b>Weeks</b>	<b>39 Weeks (Term Time + 1 week)</b>

#### JOB PURPOSE

Promote a positive attendance and punctuality culture. Manage and oversee all issues relating to student attendance. To improve attendance rates, reduce student absence and engage with students and families to promote high levels of attendance.

#### MAIN DUTIES AND RESPONSIBILITIES

##### Principal Accountabilities

- Ensure accurate recording and collation of attendance data in the school's MIS, liaising with teachers, form tutors and Heads of Learning in a timely and efficient manner, tracking all unexplained absences on a daily basis.
- Analyse attendance data, identifying students with unsatisfactory attendance, providing information to the Leadership Team (SLT), Heads of Learning and the Education Welfare Officer (EWO).
- Work with Heads of Learning to identify and implement strategies e.g. attendance rewards and incentives that contribute to raising achievement by improving school attendance, achieving school targets, improving punctuality and reducing persistent absence.
- To promote positive attitudes by students and families towards attendance ensuring that parents are made fully aware of their statutory responsibilities.

##### Duties:

- To ensure all registers are completed promptly, reminding staff to complete registers where appropriate, resolving all missing marks and unexplained absences.
- To contact parents as soon as possible when a student is absent and where no message has been received to explain the absence, notifying senior staff as early as possible where a student remains unaccounted for.
- Follow up unexplained absences in writing to parents until a response is received accounting for absence.
- Monitor and analyse attendance data, interpreting attendance patterns, identifying key areas of concern referring to Heads of Learning and EWO.
- Meet with school staff, students and parents to identify individual issues, identifying strategies, coordinating support and setting targets to improve attendance.
- To undertake home visits as required to meet with parents, liaising where appropriate with Education Welfare Officer and Home School Link Worker.
- For long-term absence establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
- To liaise with Education Welfare Services (EWS) regarding any necessary legal action to ensure the school is carrying out its statutory responsibility in respect of students. This will include preparing reports, attending and presenting evidence or request the issuing of penalty notice fines or other legal sanctions.

- To be fully aware of and carry out all work in line with Child Protection Procedures. This may involve attending case conferences, strategy and planning meetings as well as core groups or other meetings in relation to child protection cases that require input.
- To monitor the attendance of vulnerable groups of students and liaise with appropriate staff i.e. SEND department.
- Produce reports using MIS data and excel often to tight timescales, using statistical data, providing reports to senior managers and other professionals, including the EWO.
- To liaise and work with other professional services where required to support a student's attendance.
- To keep clear and concise records of all meetings and to write any other reports required by the school.
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, school staff, governors and others.
- To support Pastoral staff and Senior Leaders in advising the school on all matters relating to attendance and where necessary take the lead role in developing work processes to improve school attendance.
- To work on initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance.
- To provide detention rotas to pastoral staff and set any further sanctions required for non-attendance.
- To process Senior Leadership Detentions, including communication with parents.
- To process 'Leave of absence request forms' for all year groups.
- Input relevant attendance data relating to exams, school trips, alternative provision and medical appointments etc.
- Ensure regular review of school attendance policy, ensuring compliance with relevant education legislation and ensure policy is followed, including maintaining awareness of relevant staff of policy requirements.
- Check accuracy of attendance coding before printing and filing official registers on a termly basis.
- Ensure daily register is printed and at hand in the event of an emergency.
- Participate in INSET and other training opportunities ensuring up to date knowledge is maintained of MIS and other software that is used for monitoring and promoting attendance.
- Work with groups of children to promote positive attitudes towards school to improve attendance levels.
- Contribute to the supervision of the school withdrawal room.
- To support administration (logging/filing) of Child Protection information, as required by Designated Safeguarding Lead.
- To provide additional administrative support to the pastoral department.

#### **Other Duties:**

- Attend school events and parental or governor meetings as required.
- Undertake role assigned in the event of an emergency as detailed in emergency plans and evacuation procedures
- Undertake first aid training and responsibilities as required.
- Maintain confidentiality and security of personal data at all times ensuring compliance with the Data Protection Act and assist the Business Manager in responding to Personal Data and Freedom of Information requests.
- Contribute to the Trust's culture and development by ensuring that you fulfil your professional responsibilities in relation to financial matters and are carrying out duties effectively.
- Share good practice across the Trust.
- Take responsibility for your own well-being;
- Take responsibility for your own career choices and actively seek CPD opportunities.
- Participate in appraisal and the achievement of objectives set which will be robust and measurable. Request adequate support to achieve these targets if this is appropriate.
- Carry out any other reasonable duties and/or times of work as may be reasonably required in accordance with the grade and general level of responsibility within the school.
- Carry out requests from the Senior Leadership Team in a prompt and efficient manner.

#### **Generic Duties relevant to all members of staff**

- The ethos of the Trust is included within the strapline "Endeavour and Prosper" and its core values of respect and trust. All staff are expected to be committed to this ethos in everything they do and avoid any action that may detrimental to the interests of the Trust.

- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- As a member of the Trust, your role will be based at Heathside School. However, you may be asked to work at other academies within the Trust or partner schools and you should expect to travel between sites as required.
- Teaching and Learning is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.
- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.
- All staff are required to have an awareness of Data Protection requirements and comply with all the principles of data security outlined in the Data Protection Act and as required by the Information Commissioner. This includes maintaining security of data
- ElmWey Learning Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.
- Continually promote and support the ethos and principles of the school and trust and to avoid any action that may be detrimental to the interests of the school and trust.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Finance Director. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The job description and person specification is current at the date issued, but may be updated in consultation with you to meet changes to regulations or circumstances. These would be commensurate with the grade and title of the post.

**"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"**

Person Specification	Essential	Desirable	How Assessed
<b>Experience</b> Experience in administration and/or data analysis Experience of working in an educational environment Working with people at all levels both internally and externally, committing support to the Senior Leadership Team Experience in formulating & implementing policies procedures and creating new systems and processes to develop efficiency	E   E  E	D	App/Int App/Int App/Int App/Int
<b>Skills, knowledge and abilities</b> Up to date knowledge of a range of educational legislation, school policies, procedures and awareness of risk Ability to interact positively with young people with confidence to challenge difficult behaviour in accordance with relevant school policies Excellent ICT skills including Word, Outlook and Excel Effective written and oral communication and presentation skills Effective time management and organisational skills Understand social/welfare issues and impact on children and families Meticulous attention to detail & maintain high level of accuracy Ability to work on own initiative and under pressure to tight deadlines Ability to analyse, present and interpret data Ability to learn new skills and processes quickly Understand and be able to use a range of strategies to give advice, promote good attendance as a whole and in line with individual students' needs	E   E   E E E E E E E E		App/Int  App/Int/Ref  App/Int App/Int App/Int App/Int App/Int App/Int App/Int App/Int
<b>Qualifications and Training</b> Good standard of education Car owner with full driving license for home visits	E  E		App App/Int
<b>Personal attributes</b> Good interpersonal and communication skills, including mediation, able to relate well and build good relationships with young people Responsible, calm, confident, professional and able to deal effectively with staff at all levels, providing challenge when appropriate Flexible, efficient, solution focussed and highly organised Sensitivity, diplomacy, integrity and awareness of confidentiality Resilient and self-motivated with a commitment to continued improvement and personal development Ability to work without supervision and a team player, able to motivate whilst promoting equality of opportunity, participation and diversity.	E   E  E E E E		Int/Ref  App/Int  App/Int Int/Ref Int App/Int/Ref

**App** = Application

**Int** = Interview/Test

**Ref** = Reference

Employee Name		Line Manager Name	
Employee Signature		Line Manager Signature	
Date		Date	

