

Attendance Officer

Primary & Secondary Phase

Wootton Park School

Wootton Hall Park, Northampton. NN4 0HZ



WOOTTON PARK

'Ipsum quod faciendum est diutius'

GRADE:

NJC local scale H14-H20 – 37 hours
a week, term time (8am-4pm)

EMPLOYED BY:

Wootton Park Academy Trust

LINE MANAGER:

Vice Principal

AIMS OF THE POST

- ✓ To monitor, record and manage attendance of all learners.
- ✓ To support learners whom are not attending and establish a suitable course of action.

ATTENDANCE

- ✓ To advise the school on strategies to promote the regular and punctual attendance of all learners and assist with the implementation of the strategies.
- ✓ To receive phone calls and messages each day in relation to absence (and lateness) and record on the MIS system.
- ✓ To follow the school's absence policy and procedures and issue appropriate letters to learners and their families.
- ✓ Meet with school staff, learners and parents to identify individual problems and possible solutions.
- ✓ To make unsupervised contact with families in response to allocated referrals i.e. home visits and /or meetings in school.
- ✓ To carry out home visits in order to promote attendance.
- ✓ To work with appropriate external agencies.
- ✓ To work with the school's pastoral team, SLT to carry out attendance related work
- ✓ To 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 initiate appropriate legal action to ensure the school is carrying out its statutory responsibility in respect of learners.
- ✓ To keep clear and concise records of all consultations and to write any other reports.
- ✓ To use IT systems to produce and analyse attendance data, providing reports to senior leaders and governors.
- ✓ 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. And any other relevant frameworks as they are updated.
- ✓ To comply with the provisions of the Data Protection Act and adhere to the requirements of all staff to maintain confidentiality in respect of governors, staff, parents, learners and members of the public.

LEARNER SUPPORT

- ✓ To arrange for monitoring and evaluation of Wellbeing activity, amending planning and operations on the basis of evidence available.
- ✓ To contribute to Learner Progress, EHCP and EHA review meetings, where necessary and appropriate.
- ✓ To encourage learners to access relevant health and wellbeing opportunities.
- ✓ To promote good attendance, healthy lifestyles and positive mental health.
- ✓ To observe confidentiality and to support the school's endeavour to provide excellent pastoral care for all learners.

STAKEHOLDER SUPPORT

- ✓ To improve parents and stakeholders ability and confidence to give children and young people the support and direction they require to build resilience;
- ✓ To support parents with a co-ordinated approach to attendance, learning, behaviour and well-being at school and home, e.g. through parent events.
- ✓ Involvement in planning and delivering whole school initiatives (around Wellbeing & Attendance)

SAFEGUARDING

- ✓ All members of staff have a responsibility and duty of care to safeguard and promote the welfare of learners. Staff must be aware of the systems within the school that support safeguarding and must act in accordance with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate and regular child protection training
- ✓ All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check)

HEALTH AND SAFETY

- ✓ To ensure that practice is, in all respects consistent with the requirements of Wootton Park Academy Trust's and Wootton Park School's Health and Safety Policy, as well as with any subject-specific health and safety guidelines

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the CEO/Trust (in consultation with the post holder) to reflect the changing work composition of the business.