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| **Post Title:** | **Attendance Officer** |
| **Job Purpose:** | To be responsible for all aspects of attendance including the monitoring, recording and reporting of absence of students.  To be the first point of contact with parents and carers with regards to student absence.  Liaise with external agencies such as the local authority on matters of student absence.  Work to develop innovative ways to promote and raise attendance in order to meet attendance targets and in accordance with the MAT attendance policy. |
| **Responsible to:** | Vice Principal through Student Support Manager |
| **Responsible for:** | Proactively supporting and engaging with students and their families to secure regular and punctual attendance.  Ensuring that whole school attendance remains above 95%.  To be responsible for supporting, monitoring attendance throughout the school to agreed annual targets, and meeting all statutory and legal requirements |
| **Liaising with (Working Relationships):** | Principal  Vice Principal  Leadership Team  Warwickshire Attendance, Enforcement and Compliance Team  Warwickshire Statutory Attendance Team  Teachers  External agencies, including |
| **Hours of Work:** | Term Time plus INSET days |
| **Grade and Range of Post:** | G |
| **Current Base:** |  |
| **Disclosure Level:** | This post is subject to an enhanced DBS disclosure. |
| **Main / Core Duties:** | To be responsible for the SIMS Attendance System – monitoring and identifying truancy and absence to identify trends and to intervene appropriately  To act as first line of contact to parents in relation to attendance and truancy. Telephoning parents to discuss absence in a sensitive but firm manner and building positive relationships with parents and developing strategies to improve attendance  Recommend and implement action to be taken, and develop strategies to combat unauthorised and authorised absences  To interview students and parents to discuss pupil attendance and agree ways forward  Preparation of attendance documentation for progression to either attendance targets or court.  Coordination of and chairing attendance target meetings. |
| **Operational Planning:** | Collect and analyse attendance data to enable identification and tracking of pupil attendance.  Input daily attendance data onto the SIMS management system;  Accurately minute meetings (and where relevant, telephone conversations) with parents/carers.  Monitor and track whole school attendance and punctuality and to send out letters where appropriate.  Produce termly reports for the Principal and MAT on attendance.  Monitor and track the attendance of groups of pupils, particularly those designated as ‘disadvantaged’.  Develop and maintain links with parents/children and the local authority’s Educational Welfare Service  Schedule and attend school-based meetings with parents/carers as necessary; |
| **Service Provision:** | Monitor and ensure that correct attendance codes are entered in class registers and on SIMS;  To set appropriate ‘staged’ attendance targets for students, track and proactively support PA students and those that are Pupil Premium  Ensure implementation, monitoring and review of school attendance policy |
| **Service Development:** | To work with the Student Support Manager and Vice Principal to proactively manage attendance and raise student’s attendance levels across the school, including through the use of rewards and certificates for high attenders.  Continually evaluate attendance systems and processes to increase and maintain levels of attendance. |
| **Staffing and Staffing Development:** | To participate in appropriate CPD, and actively engage in the Midland Academies Trust appraisal process.  To be committed to ongoing professional development |
| **Recruitment / Deployment of Staff:** | N/A |
| **Quality Assurance:** | To collate and produce statistical information with regards to Attendance.  Regularly monitor the accuracy of registers by teachers and provide feedback to teachers, line managers and the Principal.  Ensure accurate documentation. |
| **Management Information and Administration:** | To accurately maintain all attendance records, and ensure that all information remains confidential and secure at all times.  Maintain the attendance aspect of the MIS (SIMS). |
| **Communications:** | Advise and assist parents/carers to maintain regular school attendance of their children.  Communicate clearly to parents/carers the attendance procedures and expectations of the school.  To attend meetings with external agencies as required.  Ensure confidentiality of all student information.  To attend all meetings identified by the Principal, Vice Principal and Business Manager and communicate the MAT vision effectively at meetings – both internal and external |
| **Marketing and Liaison:** | To ensure effective liaison both internally with staff and externally with agencies centred on the child.  Ensure that attendance information and policies are displayed on the school website and attendance is positively promoted throughout the school.  Ensure that legal requirements regarding attendance are communicated to parents through regular newsletters or text messages. |
| **Management of Resources (Other than People):** | Support the Vice principal in the deployment of Higher needs and pupil Premium funding to remove barriers to learning as a result of attendance. |
| **Corporate Responsibility:** | To abide by and implement all policies and procedures of MAT, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures. |
| **Other Specific Responsibilities:** | To provide First Aid within the Academy  To support students with medical conditions as required.  To contribute to the overall ethos, work and aims of the Academy and the Academy Trust.  To carry out all duties in the most effective, efficient and economic manner.  To continue personal development in the relevant area.  Participate fully with arrangements made in accordance with the Academy Trust’s Performance Management Policy.  Perform any other reasonable duties as requested by the Principal and Business Manager |
| **Safeguarding:** | The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so. |
| **General Statement:** | This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title. |
| **Date:** | October 2018 |