# Dragonfly Education Trust

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| **Job Title**  **Responsible to**  **Hours of Work**  **Grade** | Attendance Officer  Deputy Head, Pastoral    37 Hours per week term time plus inset days (39 weeks)  N21-24 |
| **Responsible for** | NA |
| **Job Purpose** | To improve attendance across Writhlington and Mendip Studio Schools through effectively working with students, families, pastoral support teams and other agencies, analysing data to identify where interventions are needed and to subsequently monitor and evaluate their impact.  To meet the school’s statutory requirements in maintaining accurate and up to date records of attendance |

**Key Tasks & Responsibilities**

**Attendance**

* To be responsible for the integrity of a range of school records and data relating to student attendance.
* Conduct School Attendance Meetings
* Ensure that all necessary meetings and supporting paperwork relating to the school attendance system is completed
* To act as key worker for a caseload of students that fall below a certain attendance percentage.
* Respond to holiday requests on behalf of the Headteacher.
* Monitor unauthorised holidays and liaise with administration to produce the necessary paperwork for related fixed penalty notices
* Monitor attendance throughout the school day and support the SLT with ensuring all students are in lessons.

● To assist with the interpretation of such data and information.

● To monitor and track attendance data and use this to identify groups of vulnerable young people to Progress Leaders and to provide monitoring and evaluation in these areas.

● In cases of poor school attendance to liaise with Progress Leaders and appropriate professionals to establish the type of additional support a student may need and implement as appropriate.

● In consultation with the Pastoral Deputy, to establish best practice for working with students and families where attendance falls below 95%.

● To monitor and evaluate attendance and punctuality data so as to inform policies and initiatives to improve the attendance of students and to share with relevant members of staff

● To maintain regular contact and establish constructive relationships with families/carers of the students in most need of attendance support, to keep them informed of the students’ needs and progress and to encourage positive family support and involvement.

● To inform and advise Progress Leaders of attendance concerns and trends within their year group.

* To liaise with the administration team to ensure that day to day administration relating to attendance including absence line, first day calling and ensuring missing marks and n codes are interrogated.

● To work with the Data Team to produce regular reports on attendance for the Progress Leaders and SLT to analyse.

● To develop and maintain constructive and solution-focused working relationships with statutory and voluntary agencies.

● To work with the Deputy Head to ensure staff are fully conversant with the procedures and rules necessary for the optimum functioning of the attendance systems and associated support programmes, and that staff are correctly implementing policy.

● To evaluate the success of support initiatives with regard to school attendance problems and to produce informative reports on student attendance on a regular basis.

● To have a knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for students and foster relationships which will support access to these.

● To acquire and maintain a working knowledge of the statutory framework relating to school attendance.

● Where students are absent due to illness, mental health or long term health issues, to assist Progress Leaders with meeting with parents to assess the needs and contribute to and oversee the writing of a comprehensive PEP report in order to action targets set.

● To liaise with school staff and a range of other agencies to identify students at risk of disaffection through poor or non attendance.

* To liaise with the Local Authority to pass on relevant student information

to produce paperwork for prosecution in Criminal Court and attend Court if prosecution is required

### General

* Promote equal opportunities and diversity
* Actively engage in the school’s appraisal process
* Attend all support staff meetings
* Attend all training courses as directed by the HR Manager
* Maintain discretionary confidentiality according to organisation and legal requirements
* Contribute to the protection of children as appropriate, in accordance with any agreed policies and guidelines, and to report any issues or concerns
* Play an active and positive role in the life of the school, sharing its aims and objectives

This list is intended as a guide and is not exhaustive. The post holder is expected to be flexible and adaptable, and to undertake the duties commensurate within the range and grade of the post or any other reasonable request.

**Dragonfly Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure Barring Service Certificate is required for this post prior to commencement.**

**Attendance Officer**

**Personal Specification**

It is expected that the successful candidate would possess the following attributes:

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| **Essential** |
| Good general education including English and Mathematics to GCSE Level or equivalent |
| Good inter-personal skills including mediation and conflict resolution. |
| Understanding of legislation relating to school attendance. |
| Understanding of legislation relating to the welfare and protection of children. |
| Demonstrate awareness of risk |
| Experience of working in an educational and/or social care setting with young people. |
| Ability and confidence to communicate effectively both verbally and in writing with children, carers and other professionals. |
| Understanding of social/welfare issues as they affect children, families and schools. |
| Pro-active, ability to work under own initiative without direction within departmental protocols/procedures. |
| Ability to deal with difficult situations. |
| Commitment to equal opportunities in service delivery and employment. |
| Flexible approach to supporting children and families. |
| Ability to maintain a professional manner in challenging situations. |
| Confidence to challenge difficult behaviour |
| Confidence to challenge other professionals. |
| Visiting families in their homes is a regular requirement of this post. |
| Flexibility in work pattern may be required occasionally. |
| Car owner or access to mobility transport |
| Full driving licence |
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| **Desirable** |
| Ability to prepare and write reports and produce factual and statistical information as required. |
| Knowledge of the education system |
| Nationally recognised qualification in education or social care |
| Experience in working within statutory/voluntary agencies dealing with children and families. |
| Delivery of education packages. |

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