

HEALTH FUTURES UTC

ATTENDANCE OFFICER - JOB DESCRIPTION

Job Title:	Attendance Officer
Salary:	Between £15,000 and £18,000 reduced pro rata to 0.9
Reports to:	Director of Pastoral Care

Key Purpose:

To provide administrative assistance to the Director of Pastoral Care and the Heads of Learning Companies at the school, in order to monitor pupil attendance and reduce barriers to learning.

Key Roles and Responsibilities:

1. To improve pupil attendance and reduce barriers to learning.
2. To work in collaboration with the schools' staff and outside agencies, eg. Police and Social Services, to ensure the school has a co-ordinated approach to truancy and pupil absence.
3. To liaise at least weekly with line manager to discuss case load.
4. To liaise with Heads of Learning Companies to discuss individual pupils' attendance concerns.
5. To work in partnership with staff to improve punctuality.
6. To telephone habitual latecomers and/or interview parents/pupils about lateness.
7. To liaise with Form Tutors to support pupils with attendance problems.
8. To provide guidance and support to families and other agencies via telephone and/or personal visits.
9. To ensure that the required administrative tasks are completed.
10. To telephone individual and groups of pupils whose attendance is of concern.
11. Monitoring of attendance.
12. To analyse half termly attendance records of pupils against their targets. Identifying pupils who have not met their target.
13. To contact parents on first day absence.
14. To record pupils holidays taken in term time and provide figures for analysis to Director of Pastoral Care at end of each half term. Issue unauthorised holiday letter to parents and keep appropriate records.

15. To complete and submit statutory forms/documents with regards to attendance, such as to the Attendance Prosecution Service.
16. Maintain Sims attendance database by monitoring lesson marks.
17. Administrative duties to support the Director of Pastoral Care.