
JOB DESCRIPTION

Job Title: Attendance Officer
Grade: C1 SCP 12-17
Reporting to: Attendance Leader

Job Purpose:

To support the actions of the Attendance team in improving attendance and punctuality across the Academy and to implement the Academy Attendance Strategy.

Key Responsibilities:

- Relentlessly seek to improve the attendance of students at the academy, in order to meet targets, set by the Principal.
- Work alongside other pastoral colleagues, Vice Principal, Assistant Principals and Heads of Year to plan and implement strategies that will improve the behaviour, attendance and attainment of individual and targeted groups of students.
- Attend meetings with parents / carers and multi-agency meetings, when appropriate.
- Monitor and analyse attendance data daily to identify areas of concern and act accordingly to improve the figures.
- Produce and send letters regarding lateness and attendance / truancy.
- Undertake home visits to support parents / carers, encourage students to come in to school and discuss the link between absence and attainment.
- Advise parents / carers about the legal process if their child becomes a persistent absentee.
- Organise school attendance panels, set targets and if necessary organise parenting contracts to be completed.
- Where required, support the management of Education Supervision Orders made in court.
- Implement and develop re-integration strategies to support a student returning to school, in order to resolve any difficulties and reduce the likelihood of further absence.
- Liaise with Heads of Year, Learning Mentors and other staff regarding attendance issues and arrange meetings as appropriate.
- Participate in the Academy's pastoral training programme as appropriate and when requested.
- Promote and support high levels of attendance through the full implementation of the Academy Attendance Strategy.
- Telephone parents / carers where appropriate and complete home visits for absent children.
- Update CPOMS with any matters related to child protection / concerns as required.
- Support with transition arrangements for students entering or leaving the Academy.
- Be committed to improving personal practice through training and performance management.
- Undertake additional duties appropriate to the post as required.

General Duties:

- Provide reports to the Senior Leadership Team & Governors as required.
- Provide support to the Behaviour and Inclusion team as required.
- Provide support to the Administration Team as required.
- Attend key after school events and fully participate in training days.
- Attend staff training and briefings as required by the Principal.
- Attend middle and senior leadership meetings as required by the Principal.
- Complete AM, Break, Lunch and PM duties as required by the Principal.

Accountability Key Performance Indicators:

- Accountable for ensuring that attendance in the agreed year group is above national average and PA is below national average.
- Accountable for a reducing the number of lates in the agreed year group.
- Accountable for ensuring that the attendance strategy is fully implemented.

Personal Responsibilities:

- Hold positive values and attitudes and adopt high standards of professional conduct.
- Carry out the duties and responsibilities of the post, in accordance with the Trust's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout TGAT.
- To willingly engage with training as required by the academy.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of the Trust.
- The Trust operates a No Smoking Policy.

The GORSE Academies Trust is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.