

## JOB DESCRIPTION

Langley Park School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

<p><b>Title:</b> Attendance Officer</p> <p><b>Postholder:</b></p> <p><b>Date Appointed:</b></p> <p><b>Date Appointed to this post:</b></p> <p><b>Salary Point:</b> Scale 4</p> <p><b>Date of this Job Description:</b> February 2020</p> <p><b>Hours:</b> 36 hours per week 38 weeks per year</p> <p><b>Immediately responsible to/Line Manager:</b> Deputy Headteacher</p> <p><b>Important Relationships:</b> Deputy Headteacher Teaching staff Pupils and Parents Other administrative staff Education Welfare Officer Student Support Team</p> <p><b>Job Purpose:</b>  To support the management of student attendance and absence.</p>	<p>Schools are complex organisations designed to support the learning of our young people. The better the education they receive, the greater their life chances and choices they will have. All young people deserve a world class education. This is only possible when everyone within a school works as part of a team, regardless of their role, to support the creation of effective and inspiring teaching &amp; learning experiences.</p> <p>All staff within the school share a responsibility to uphold the school's basic standards in their role as a Tutor/adult within the organisation e.g. uniform, lateness, behaviour etc.</p> <p><b>Duties &amp; Responsibilities</b> (NB these are not exhaustive but an indication of the types of tasks that will be required)</p> <ol style="list-style-type: none"> <li>1. To take responsibility for the management of weekly registers.</li> <li>2. To take responsibility for the Absence Line and Attendance Monitoring emails.</li> <li>3. To collect all information relating to reasons for absence (sickness, trips, approved leave etc.) and enter on to Lesson Monitor.</li> <li>4. To compile a daily list of absentees and process in accordance with the Attendance Policy.</li> <li>5. To log and report any concerns for absence with relevant staff in accordance with the Attendance Policy.</li> <li>6. To resolve conflicting, inaccurate and missing marks on registers.</li> <li>7. To assist, as required, with the late gate and administration of the late detention register.</li> <li>8. To provide reports for the Leadership Team and Heads of Year.</li> <li>9. To Liaise with the Education Welfare Officer.</li> <li>10. To keep abreast of systems and developments.</li> <li>11. To undertake training and to attend training sessions for other staff as required.</li> <li>12. To contribute to the Student Support team on all things relating to Student Support enquiries, Welfare and Medical Room.</li> <li>13. To comply with the school's Health and Safety Policy.</li> <li>14. To make home visits/collect students, as required.</li> <li>15. Any other duties as may reasonably be required.</li> </ol>
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### Agreed and signed:

Postholder: .....

Date: .....

Headteacher: .....

Date: .....