**Job Description**

|  |  |
| --- | --- |
| **Post Title** | Attendance Support Officer |
| **Purpose** | To contribute to raising achievement by improving school attendance |
| **Reporting to** | The person appointed be line managed by the Assistant Headteacher (Attendance). |
| **Liaising with** | Headteacher/Senior Leadership Team, LOLP, Attendance Officer, Pastoral Team, Form Tutors, students and parents |
| **Salary/Grade** |  |
| **MAIN (CORE) DUTIES** |
| Operational | * Work within school systems for attendance support and intervention, safeguarding and wellbeing, information advice and guidance to promote regular and punctual attendance of all pupils
* Challenging poor punctuality – calling home for persistent offenders/arranging meetings with parents/carers
* Assist Attendance Officer (AO) in completing of Registers – resolving conflicting marks/issues
* Work with Assistant Headteacher (AHT) on mentoring of selected group of pupils - action/report on group to AHT - contribute to students’ personal development, particularly in relation to attendance, as mentor/coach
* To provide support to Leaders of Learning Pastoral (LOLP) with their respective year groups, supporting students with attendance issues and where necessary developing strategies and processes for improving attendance/hold pupil mentoring meetings in line with communication from AO
* Communicating with parents/carers/outside agencies on behalf of LOLP to establish the reasons for non-attendance, identifying problems and possible solutions. Hold initial meetings regarding attendance including home visits as directed by AHT/AO
* To share responsibility for improving attendance/supporting staff in improving attendance
* To work on initiatives which raise awareness to school staff, pupils and parents on the importance of school attendance
* Work with AHT and AO on promotion of good attendance – devising rewards/certificates/house points
* Work with AHT and AO alongside outside agencies as directed
* Any other task as directed by AHT
 |
| Staff Development | * To take part in the school’s staff development programme by participating in arrangements for further training and professional development
* To attend regular meetings with the Assistant Headteacher and LOLP
* To attend relevant in-service training and regular learning support meetings
 |
| Standards and quality assurance | * Support the aims and ethos of the school
* Set a good example in terms of dress, punctuality and attendance
* Follow and uphold school policies
* Participate in staff training
 |
| Communication | * To communicate effectively with all relevant stakeholders
* To follow agreed policies for communications in the school
* Attend meetings as required
* To keep clear records of all consultations and write any reports as required
 |
| Marketing and Liaison | * To take part in marketing and liaison activities such as Open Evenings, Parents’ Evenings and liaison events with partner schools as required
 |
| **Other Specific Duties**: |
| * to play a full part in the life of the school community
* to promote actively the school’s policies
* to continue personal and professional development
* to actively engage in the school’s self-review and evaluation processes
* to actively engage in the school’s Appraisal of Performance processes
* to comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate
* to attend meetings as determined in the meetings policy and as directed by the Headteacher
* to comply with the school’s procedures concerning safeguarding and to ensure that training is accessed
 |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students. |