

# JOB DESCRIPTION

<b>Position Title:</b>	<b>Attendance Officer</b>		
<b>Reports to:</b>	<b>Assistant Headteacher</b>	<b>Cost Centre:</b>	
<b>Department:</b>	<b>Supporting Learning</b>	<b>Job Code:</b>	<b>Term time</b>
<b>Location:</b>	<b>St Benedict's Catholic High School</b>	<b>Evaluated Grade:</b>	<b>Scale 6</b>

## 1. JOB PURPOSE:

To improve and to promote positive attendance and punctuality by reducing levels of absence across the school.

To devise and promote whole school attendance strategies, support full engagement in our curriculum and encourage inclusion in all aspects of school life.

The Attendance Officer will work with the Local Authority, external agencies, external professionals and school staff to improve academy attendance figures.

To ensure the school meets the statutory responsibilities with regard to registration and recording absences.

## 2. ACCOUNTABILITIES:

### Organisation

- Analyse the data within the Attendance module in SIMS, and the production of reports with regard to individual pupils and groups of pupils and the identification of trends as directed by Senior staff.
- Identify persistent absentees and monitor all absences and 'lates'.
- Identify pupils whose attendance falls below 95% and follow up concerns rigorously, maintaining accurate records.
- Identify pupils with severe absence (below 50%) and act swiftly to address this.
- Work with identified individuals and groups of students to improve levels of attendance.
- To contact, by telephone, letter or in person at meetings, parents regarding their child's attendance and/ or punctuality
- In conjunction with Heads of Year and/or Assistant Headteacher, produce, implement and monitor appropriate individual plans for pupils who are persistently absent or late for school. This may include liaising with the Local Authority, external agencies, parents and carers and other staff to improve attendance. Home visits and meetings at a venue other than the school site may be required as appropriate.
- For regularly absent and/or late pupils, devise, implement, monitor and review the effectiveness of time limited plans to improve attendance and punctuality.
- Manage attendance panel meetings to reduce persistent absences.
- Refer appropriate cases to SENCO for access to external services and support.
- Liaise with primary schools to establish good habits in attendance.
- To be aware of and comply with statutory requirements regarding pupil absence, recording and reporting
- Deal with complex queries regarding attendance and punctuality issues and use own judgement to refer appropriately.
- Adhere to policies and procedures, specifically in relation to attendance, safeguarding children and data protection.
- Produce information for parents to highlight the importance of regular attendance in relation to achievement.
- Ensure there are effective reward systems for pupils with very good attendance.

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## Administration

- Produce interventions plans and whole school strategies to improve attendance and punctuality.
- Assist with the maintenance of manual and computerised records/management information systems.
- Produce lists/information/data/ reports as required and with regard to attendance and punctuality.
- Undertake typing and word-processing and other IT based tasks.
- Take accurate notes of meetings and communications with parents, staff and other agencies with regard to issues with attendance and punctuality.

## Resources

- Operate relevant equipment/ICT packages (e.g. SIMS, word, excel, databases, spreadsheets, Internet)
- Provide general advice and guidance to staff, pupils and others specifically in relation to attendance, absence, and punctuality.
- Car driver essential

## General

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Occasional attendance at meetings outside normal hours

## Development

- Take responsibility for own ongoing personal development and growth of expertise.
- Participate in training and other learning activities and performance development as required
- Train and develop other employees, for proper succession planning and risk management.
- Other duties and responsibilities as requested by the Headteacher.

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## 3. QUALIFICATIONS, EXPERIENCE, & SKILLS:

### Qualifications:

#### Essential

- NVQ 4 or equivalent qualification or experience in relevant discipline
- 5+ GCSEs including English and Maths at Grade C or above

#### Preferred

- Degree in Youth Work/ Social Work/ Education
- Evidence of further training in school-based support
- Level 2 Safeguarding qualification

### Previous Experience:

#### Essential

- Previous experience of working with young people in a school environment or similar
- At least 2 years' experience in planning and delivering specific and individual interventions

#### Preferred

- Working knowledge of relevant policies/codes of practice & awareness of relevant legislation

### Job Specific Skills:

#### Essential

- Good numeracy/literacy skills
- Excellent verbal and written communication skills
- Effective use of ICT packages including SIMS
- Use of relevant equipment/ resources
- Ability to relate well to children and adults
- Ability to manage own workload
- Ability to analyse data to produce reports and to inform decisions
- Work constructively as part of a team, understanding school roles & responsibilities and your own position within these
- Ability to identify own training & development needs & cooperate with means to address these

#### Preferred

- Participate in training and development opportunities

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## 4. JOB DIMENSIONS:

### Managerial & Supervisory Accountability

- None

### Financial Accountability

- None

### Additional Work Context Information

- Responsible for interventions which may involve arranging and monitoring the effectiveness of additional support from other agencies
- This post will include home visits
- The impact of this post will have a significant effect on whole school data
- Car driver essential

Number of Staff Supervised:	Direct Reports:	0	Indirect Reports:	0
	Total:	0		

## 5. APPROVALS:

LINE MANAGER		Name	
Signature		Date	
HEAD OF SCHOOL		Name	
Signature		Date	
EMPLOYEE			
Signature		Date	