

Job Description

Attendance Officer

Permanent – 37 hours per week, Term-Time only

Working hours will be 8.00am to 4.00pm Monday to Thursday and 8.00am-3.30pm on a Friday with 30 minutes for lunch each day

Responsible to:

- The Headteacher
- The Senior Assistant Headteacher for Pastoral
- Assistant Headteacher for Personal Development and Attendance

Responsible for:

- Leading, developing and managing systems, structures and processes which underpin excellent attendance to support the school's aim of improving whole school attendance and punctuality.
- Providing an effective support service administering and maintaining pupil attendance records for the school.
- Removing barriers to attendance and support pupils, and their families, in attending school regularly and getting the most out of their education.
- Ensuring efficient systems and communication which support the highest standards of pupil attendance and punctuality, welfare and safeguarding, and positive communication with parents/carers and relevant external agencies.

Post Purpose:

- The core purpose of the role is to provide a professional, efficient and effective administration of pupil attendance and punctuality. You will be responsible for administering all aspects of pupil attendance working closely with colleagues, parents and carers.

Working relationships:

- Headteacher and Senior Leadership Team
- Pastoral Faculty
- Heads of Year / Assistant Heads of Year
- Faculty and Subject Leaders
- Form Tutors
- Teaching and Support Staff
- Pupils, Parents and Carers
- External Agencies

AREAS OF RESPONSIBILITY

Safeguarding and Wellbeing:

- To support and promote safeguarding and pupil welfare procedures.
- To be a visible presence around the school on a daily basis including before school, after school, break and lunchtime duties.

Attendance and Punctuality:

Strategic

- To provide an efficient and accurate monitoring service for attendance and punctuality.
- To lead on identifying pupils with 90% and below attendance, assess the underlying causes of poor attendance and punctuality in individual cases and target resources by effective intervention to maximise attendance and improve punctuality. Effective intervention will involve liaison with parents/carers and may involve external agencies to address the specific needs of individual pupils. It will also involve devising and developing a range of alternative actions to promote attendance.
- To provide pupils, parents and carers with an effective advice and support service, be a link between home and school, involving other agencies as appropriate.
- To make referrals to external agencies and to liaise and collaborate with external practitioners, educational colleagues, local agencies and community groups.
- To complete home visits and invite families into school, keep records of these visits, in order to pursue concerns about attendance and welfare issues. To formulate, during these visits, strategies for dealing with the issue, propose appropriate strategies for the family and to deal with the consequences.
- To represent the school at multi-agency strategy meetings where attendance concerns exist and implement core group recommendations in the field of attendance and education.
- To work with Pastoral leaders, Heads of Year, Assistant Heads of Year and Form Tutors regarding pupil absence, develop strategies to support pupils in improving attendance and punctuality, implementing measures necessary to improve individual and Year group attendance.
- To monitor the attendance of specific groups of pupils (pupil premium, Looked After Children, pupils with SEND, pupils attending on part-time timetables).
- To prepare and review all required attendance reporting for both internal (Headteacher, SLT, Trustees) and external (persistent absence, missing from education) bodies.

Operational

- To monitor punctuality, signing in late pupils during morning gate duty, completing registers for lates detentions, escalating pupils who do not attend and updating the daily lates tracker.
- In the event of unauthorised absence, take responsibility for 'First Day Calling' and SMS and any subsequent action, i.e., information relevant teaching personnel/parents/carers, following up on absences without an excuse by the end of the school day.
- To prepare cases on non-school attendance for the attention of the Exclusion, Behaviour and Local Authority panels.
- Manage the interface and referral system for LA Education Welfare Service and formal non-attendance procedures including Fixed Penalty Notices.
- Ruthlessly pursue the collection of evidence for medical appointments and illness.
- Ensuring the efficient use and service of the school's Lesson Monitor system; retrieving all absentee messages and enter the information in Lesson Monitor 'Comments' box.
- To delegate and oversee, within the team, the daily processes for checking pupil attendance at school and within lessons, and for sanctioning lateness.
- Participate in Pastoral Year Team meetings to plan and advise on further action
- Support full cohort attendance at external examinations.

- To update absences of LAC pupils via the relevant local authority portal, liaising with the Lead of LAC pupils.
- To ensure the fire registers are printed every morning by approx. 10.00am on a daily basis.
- To produce data to support attendance letters to parents/carers regarding any unauthorised absence on a weekly basis as requested and upload letters as produced.
- To produce LEA and Government Attendance returns as required.
- To liaise with Year teams to ensure information on dual registered or pupils educated elsewhere is updated regularly and accurately recorded on SIMS.
- To oversee and maintain accurate part-time timetables, to ensure all parties are clear regarding expected attendance and review of timetables, and have responsibility for the pupil signing in and out system, ensuring that relevant safeguarding protocols are adhered to in relation to pupils with risk assessments or part time timetables.
- To establish positive relationships with parents/carers, staff and outside agencies in line with the school's vision and values, demonstrating the ability to address sensitive matters with a caring manner maintaining confidentiality at all times.
- To support children who have a range of social, emotional and behavioural problems.
- To assist with effective provision within the Pastoral Hub.
- To have shared corporate responsibilities as a member of the Pastoral Team as well as individual responsibilities relating to the role.
- To carry out other duties that may reasonably be required by the Headteacher and Senior Leadership Team.

Professional Development:

- To continue own professional development as agreed with your line manager.
- To attend and participate in appropriate training meetings and other learning activities.
- To actively engage in the Performance Management process for support staff.
- To develop constructive working relationships and communicate effectively and professionally with other staff.

Staff Meetings:

- Participating in meetings at the school, which relate to the curriculum for the school or the administration and organisation of the school, including pastoral arrangements.

School Ethos:

- To fully comply with the school's Policy for Child Protection and Safeguarding (and related policies) to promote and safeguard the wellbeing of all young people at all times.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils follow this example.
- To support the school in meeting legal requirements for worship.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To proactively promote an atmosphere of mutual support, respect, recognition and celebration of the diversity in our school.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school will attempt to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants with disabilities or continued employment for any employee who develops a disabling condition. This job description is written at a specific time and is subject to change as the demands of the school and the role develops. The role requires flexibility and adaptability and employees of the school need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.

Person Specification – Attendance Officer

In your application for Attendance Officer, please demonstrate how you meet the following criteria:

	Essential	Desirable
Qualifications/Training/Knowledge:		
GCSE Maths and English (Grade 4/C or above) or equivalent.	✓	
Educated to A level or above.		✓
Experience/Skills:		
Excellent IT skills, especially Excel, Word and Outlook etc.	✓	
Previous experience in a similar role.		✓
Monitoring and evaluating systems.	✓	
Working to deadlines and undertaking analysis.	✓	
Liaising professionally with various stakeholders both internally within an organisation and externally.	✓	
Problem solving and analytical skills.	✓	
Leading and working as part of a team.	✓	
Working in an educational setting.		✓
Working under pressure.	✓	
Recording information and writing reports with attention to detail.	✓	
Working to tight deadlines.	✓	
Manipulating and analysing data in different formats.	✓	
Prioritising workload and acting on own initiative to complete tasks.	✓	
Leading, training and motivating staff.		✓
Knowledge and Understanding of:		
GDPR and data protection.	✓	
The education system and life in a comprehensive school.		✓
School data systems – SIMS.		✓
Microsoft Office programmes.	✓	
Safeguarding and child protection.	✓	
A professional telephone manner.	✓	
Able to develop relationships and communicate effectively and professionally with parents/carers, colleagues, students and outside agencies either by telephone, written or face-to-face.	✓	
Able to multi-task and work to deadlines with accuracy and attendance.	✓	
Able to analyse data and develop action plans accordingly.	✓	
Able to present information to a variety of audiences.	✓	
Able to motivate students and provide strategies for overcoming barriers to attendance.	✓	
Able to work collaboratively with colleagues at all levels.	✓	
Able to work unsupervised and act upon own initiative to make decisions.	✓	
Driving license and regular access to a car insured for business use.		✓
Personal Qualities:		
Flexible and adaptable in your approach to the job.	✓	
Able work on your own initiative.	✓	
Able to communicate effectively with all stakeholders.	✓	
Able to treat information confidentially.	✓	
Able to present documents with attention to detail, good presentation, spelling, grammar and punctuation.	✓	
A good team player	✓	
Willing to participate in staff training.	✓	
Enthusiastic and committed.	✓	
Professional in your conduct.	✓	