



Job Description **Attendance Officer**



POST TITLE:	ATTENDANCE OFFICER
GRADE:	Grade G SCP 11 (TTO+5 Days 20 hours per week)
REPORTING RELATIONSHIP:	Head Teacher
JOB PURPOSE:	<p>The Attendance Officer will work alongside key school staff in school to promote excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance. It is important to:</p> <ul style="list-style-type: none">• Promote and support high levels of attendance• To support students in achieving their full academic potential• Promote a positive attendance and punctuality culture• Form strong relationships with parents/carers.

Main Duties / Responsibilities

Principle Accountabilities

- To work across two schools and work with identified individuals and groups of students, using regular attendance checks including home visits
- To work closely with parents/carers and students to improve levels of attendance.
- To collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform school, Education Welfare and parents/carers.

Duties

- To work with groups of students to improve levels of attendance.
- To work with parents/cares and other agencies in improving their child's attendance record and coordinating parental support and training where appropriate.
- To undertake home and school visits as designated by the school/Educational Welfare Officer.
- To interpret information relating to attendance patterns and identify key areas of concern for attendance leads.
- To follow School Policy of 'first day' contact within the School.
- To develop strategies to engage identified students to meet curriculum needs, social needs and teaching needs.

- To monitor the attendance of vulnerable groups of students and liaise with staff/SEND department.
- Liaise with the Education Welfare Officer, Connexions to exchange information and determine appropriate levels of intervention.
- To liaise with the safeguarding team regarding child protection.
- To check accuracy and correct coding on registers before printing off official registers and filing away on a term basis.
- To work alongside relevant staff, contacts, senior management, learning support assistants to improve attendance.
- To keep up to date with relevant training required for the role.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.

The Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Signed:

Date

PERSON SPECIFICATION – ATTENDANCE OFFICER

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	Good level of literacy and numeracy	AF,C	D1	5 GCSE's including grade C in English and Maths or equivalent	AF,C
Experience & Knowledge	E2	Experience of working in an educational and/or social care setting with young people.	AF,I, R	D2	Knowledge of the education system	AF, I, R
	E3	Understanding of legislation relating to school attendance and the welfare and protection of children.		D3	Experience in working within statutory/voluntary agencies dealing with children and families.	AF,I
	E5	Highly competent in the use of Microsoft Office packages.	AF,I, R	D3	Experience and knowledge of current data protection practices.	AF, I
	E5	Awareness of risk	AF,I			
	E6	Understanding of social/welfare issues as they affect children, families and schools.	AF,I			
Skills	E7	Ability to work successfully as part of a team and to prioritise and multi task effectively to meet deadlines.	AF,I,R			
	E8	Ability to communicate well, both orally and in writing to a wide range of audiences, such as children, carers and other professionals including the ability to write clear, concise and accurate reports.	AF,I,R			
	E9	Good inter-personal skills including mediation and conflict resolution. With the confidence to challenge difficult behaviour and maintain a professional manner in challenging or difficult situations.	AF,I,R			
	E10	Ability to relate well to children and adults.	AF,I,R			
	E12	Good organisational skills	AF,I, R			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Personal Attributes	E13	Ability to work under pressure.	AF,I,R	D4	Willing to participate in development and training opportunities.	AF, I
	E14	Flexible approach to work with a calm and unflustered manner.	AF,I			
	E15	Commitment to equal opportunities in service delivery and employment.				
	E16	Confidence to challenge pupils, parents and other professionals.	AF,I,R			
	E17	Ability to accept responsibility and use initiative within departmental protocols/procedures.	AF,I,R			
Special Requirements	E18	Suitable to work with children/young people	D			
	E19	Flexibility in work pattern may be required on occasion	AF,I			
	E20	Driving licence and use of own car	AF,I			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references