

Post Title: Attendance Officer
Pay Range: NJC Grade 5, 15-22
FTE - £31,015-£34,811. **Pro-rata** - £26,560-£29,810
Line Manager: Assistant Head Teacher



Main Purpose of the Job

- To provide a specialist service to help the school to raise achievement by improving school attendance and punctuality and to meet our attendance targets
- Line management of Student Services
- To promote positive attitudes for pupils and their families towards education and ensure that parents/carers are made fully aware of their statutory responsibilities, particularly where there is persistent absence. The role will include making unsupervised home visits and attending meetings at school, off site and virtually
- To establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality and provide general support to the teacher in the management of pupils and the classroom
- Any other reasonable duties which the Head Teacher might request, regarding the nature of the responsibilities of the post as defined

Duties and Responsibilities

- To advise the school on strategies to promote the regular and punctual attendance of all pupils and lead the implementation of agreed strategies
- Advise administration staff with attendance responsibilities, and co-ordinate the work of any colleagues that might assist with the running of attendance
- Update school records, analyse attendance data and provide reports to senior leaders and other professionals
- Disseminate information, both internally and externally, in a timely fashion
- Meet with school staff, pupils and parents to establish the reasons for non-attendance/poor punctuality and agree a plan with appropriate strategies and timescales to tackle the issues.
- Contact the families in response to allocated referrals through home visits and meetings
- Overall responsibility to prepare the appropriate paperwork and present information as required to enable the school to meet its obligations and statutory responsibilities. This will include requesting penalty warning notices, and, if appropriate, the completion of Early Help Assessments
- Overall responsibility for Health Care Plan administration
- Be fully aware of and carry out all work in line with Child Protection/Safeguarding Procedures including close working with the safeguarding team
- Liaise and work with external organisations as required
- Keep accurate, clear and concise records of all interventions and consultations and update information on the school's attendance system
- To use IT systems to produce reports, often to tight timescales, using word processing and statistical data, providing reports to senior managers and other professionals
- Carry out quality assurance of attendance procedures and paperwork.
- Manage your own workload in line with the school priorities
- Maintain a good working knowledge of the statutory framework and any policies and procedures relating to school attendance such as CMIE, Elective Home Education, child employment, etc. to be able to offer informed advice to parents, school staff and others.
- Provide the Pastoral team and the Senior Leadership Team with advice and information on all matters relating to attendance and take a lead role in developing work processes to improve school attendance and maintain an attendance plan
- Work on initiatives which raise the awareness of the whole school community on the importance of good school attendance and its link to achievement

Support for the Pupils

- Monitoring attendance of pupils in particular FSM/ARNA pupils and working closely with teachers and other professionals to improve attendance
- Building links with families to engage hard to reach families and support them to overcome the barriers to improve attendance, including phone calls and home visits
- Implement strategies and support pupils in improving attendance/building confidence/self-esteem activities
- Work alongside school staff to access interventions/support programmes within school or make referrals to outside agencies if required

Support for the Curriculum

- Provide 1-1 student support via The Attend Framework and ELSA
- Plan and deliver a year 7 support group
- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher
- Support pupils in using basic ICT as directed
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend relevant other meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Support a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners Fulfil wider professional responsibilities
- Work collaboratively with others to develop effective professional relationships
- Communicate effectively with parents/carers regarding pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and cooperate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school Professional development
- Regularly review the effectiveness of your deployment and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your practise through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal School ethos and employee expectations
- Support the aims and ethos of the school as defined in the staff handbook and school prospectus
- Set a good example in terms of conduct, professional appearance, punctuality and attendance
- Uphold the school's behaviour policy, uniform regulations, classroom codes and code of conduct in a consistent, firm and non-confrontational manner

- Maintain a purposeful and calm atmosphere in the classroom and other learning areas and consistently apply the school's agreed sanctions and rewards procedures
- Take responsibility for personal development making full use of the school's professional development opportunities and training
- Treat pupils with dignity, building relationships rooted in mutual respect, and always observing proper boundaries appropriate to a teacher's professional position -

Support for the School

- Develop and maintain effective working relationships with other practitioners, drawing on their strengths and expertise to best support teaching and learning
- Willingness to keep up to date with professional practice by maintaining an understanding of the requirements of the role and individual responsibilities

Professional Development

- Regularly review the effectiveness of your deployment and its impact on pupils' progress, attainment and wellbeing, and responding to advice and feedback from colleagues
- Be responsible for improving your practice through training and development opportunities identified by the school, or as developed as an outcome of your professional targets
- Participate in training, learning activities and professional development

School Ethos and Employee Expectations

- To work under the direct instruction of senior staff to support access to learning for pupils and provide general support to the school and teachers in the day-to-day management of pupils and the classroom.
- Support the aims and ethos of the school as defined in the staff handbook and school prospectus
- Set a good example in terms of conduct, professional appearance, punctuality and attendance
- Uphold the school's behaviour policy, uniform regulations, classroom codes and code of conduct in a consistent, firm and non-confrontational manner
- Maintain a purposeful and calm atmosphere.
- Take responsibility for personal development making full use of the school's professional development opportunities and training
- Treat pupils with dignity, building relationships rooted in mutual respect, and always observing proper boundaries appropriate to your professional position as an adult working in a school.
- Work proactively and effectively in collaboration and partnership with teachers, learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- 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

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the postholder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

This post is subject to an enhanced DBS criminal record check and an online search.

Person Specification – Attendance Officer		
	Essential	Desirable
Qualifications and Training		
Good general education with GCSEs (or equivalent) in English and maths	✓	
Full, clean driving licence and use of a vehicle	✓	
A professional qualification relevant to the post such as social work, teaching, youth work or other relevant qualification		✓
Safeguarding trained		✓
Willingness to undertake further training as necessary	✓	
First aid trained		✓
Experience		
Knowledge of school's behaviour and management policy and procedures		✓
Knowledge of school's fire and emergency procedures		✓
Knowledge of Child Safeguarding procedures	✓	
Experience of working with children and within a school attendance related service	✓	
Up-to-date knowledge of attendance regulations	✓	
An understanding of the issues affecting truancy and non-school attendance	✓	
An understanding of issues that may affect a pupil's ability to attend school	✓	
Awareness of legislation relating to the welfare and protection of young people	✓	
Working with young people and their families, preferably within an educational context	✓	
Using IT systems to compile reports as well as analysing statistical data for monitoring purposes	✓	
Working with professionals and other agencies and in a multi-agency context	✓	
Previous experience of school MIS like Arbor	✓	
Awareness of pupil premium and free school meals	✓	
Skills and Abilities		
Ability to establish relationships at all levels, dealing sensitively with people	✓	
Excellent organisational skills, including ability to manage multiple tasks and projects and meet tight multiple deadlines	✓	
Ability to assist with transition between phases both inside and outside school	✓	
Co-operative and positive, with the ability to work hard under pressure while maintaining a professional attitude	✓	
Adaptable, open to change, and willing to take on challenges with enthusiasm	✓	
Understanding the need for confidentiality and data protection	✓	
Use of ICT including Excel, Microsoft office and google workspace.	✓	
Motivated, with the skills to build networks and relationships across a range of external stakeholders	✓	
Ability to enlist outside expertise and resources to enhance effectiveness	✓	
Equal Opportunities		
Understanding of different social backgrounds of pupils	✓	
Full commitment to community cohesion and inclusion	✓	



Chilwell School