

JOB SPECIFICATION

Attendance Officer

Reports To: Deputy Principal

Why	<p>Job Summary</p> <p>To be responsible for supporting and promoting whole school pupil attendance and punctuality, providing interventions where required to secure regular attendance to school.</p> <p>Working with and supporting families to overcome barriers that affect regular attendance to school which impact upon the educational welfare of children and young people.</p>
What	<p>Main Responsibilities</p> <ul style="list-style-type: none"> To be responsible for leading and monitoring attendance for Years 7 to 11 pupils including vulnerable groups and provide and record data to inform follow up activities. To rigorously monitor pupil attendance/absences/punctuality via MIS registration system in SIMS. With the student care team lead and promote good attendance (at least 97% strive to achieve 100%) Analyse attendance and punctuality data (key groups) to identify trends/patterns of absence on a weekly basis and work with the student care team to address concerns and improve attendance. Produce weekly attendance and punctuality reports and share with student care team and SLT . Meet with students and families causing attendance and punctuality concerns to address concerns and improve attendance Ensure attendance registers are completed regularly and accurately followed up instances where this is not the case. Together with the Heads of Year investigate matters of non-attendance and implement robust action plans for improvement. Offer creative solutions in cases where a pupil is failing to attend the Academy. Be at the entrance of the Academy each morning checking on punctuality and implement appropriate actions for improvement. Monitor the Absence line and update SIMS accordingly daily. Complete first and second day phone calls for identified vulnerable pupils and follow up any unexplained absences. Ensure timely communication about attendance particularly vulnerable pupils to ensure these young people are safe. Chase up unexplained absence with Heads of Year and Tutors Meet with the Heads of Year on a weekly basis to discuss any attendance concerns/persistent absentees and decide on next steps Meet with the Senior Vice Principal and Heads of Year fortnightly to discuss each individual child's attendance and plan next steps Lead on and complete all Educational Welfare Service documentations and referrals, keeping a clear and accurate record of all actions carried out. Identify and conduct home visits where appropriate to encourage good attendance. Develop and sustain relationships with parents, carers, and families, forging early links, so that issues affecting attendance are dealt with in the most effective way possible and tracked early. Empower families to overcome the issues they face and find sustainable solutions to their problems by providing guidance, information, and support to parent/carers about relevant local services. Produce punctuality and attendance letters for distribution every half term and in line with the Academy's attendances processes Create and maintain a whole school attendance notice board To attend and represent the Academy at network attendance meetings Keep up to date and accurate records and documentation pertaining to meetings and contact with children and families in line with Trust standards and procedures. Keep up to date with all Government guidance on Attendance and ensure Academy meets statutory requirements. Support as appropriate with any safeguarding incidents and referrals to support students ' attendance Any other duties deemed appropriate to the role.

How

		Organises contributors to reach goals and milestones
		Instils confidence that the objective will be achieved.
		Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people.
	Development <i>Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</i>	Lead training on a relevant issue .
		Consistent outstanding practice leads to developing skills in leadership and management and highly effective professional contribution.
		Challenge, influence and motivate others to attain high goals.
	Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Managerial experience is built upon an understanding of Trust ethos.
		Connects with team members and is accessible to colleagues.
		Constructs and develops teams to be effective and fosters the development of others by evaluating the full potential of others.
		Motivates and delegates appropriately in order to achieve objectives.
		Sets clear objectives and checking for understanding.
	Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	May provide guidance and supervision on setting tasks.
		Makes medium term plans; anticipates problems and prioritises actions.
		Prioritises own workload to achieve project activities in agreed timeframe.
	Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Actively informs and briefs colleagues within team of developments, challenges and changes.
		Clear, concise and confident when communicating informally both verbally and in writing.
	Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Proactive in providing innovative solutions and evaluating alternatives.
		Takes responsibility within the team for making decisions and moving things forward, requires good judgement.
		Presents information, recognises the most relevant information and forms conclusions.
		Able to initiate actions in an emergency and seeking to prevent problems occurring.

Context	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
	Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
	Education, Qualifications and Experience (EQE)	Essential: People management experience Educated to GCSE grade C/4 (or equivalent) in English and mathematics Experience of liaising with parents and external agencies	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
	Data Protection	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.