JOB DESCRIPTION

SCHOOL: HOMEWOOD SCHOOL AND SIXTH FORM CENTRE

ASSOCIATE STAFF – GENERIC

**STAFF NAME:**

**POST TITLE: ATTENDANCE ADMINISTRAIVE ASSISTANT**

**1 - JOB PURPOSE AND ACCOUNTABILITY**

* 1. Providing Administrative support to the Attendance Officer
	2. Supporting the School’s drive to improve attendance
	3. Your immediate responsibility is to:
1. The Vice Principal (Students) via the Attendance Officer

2. All staff are ultimately responsible to the Principal

**2 - GENERIC – ASSOCIATE STAFF**

2.1 All staff play a part in the establishment and on-going development of the school and take a positive approach to the raising of standards and the development of the school. They can expect to be involved in appropriate meetings. You will meet weekly with your line manager to review the week’s work and work for the coming week.

2.2 All staff can expect to be attached to a Community. They will carry out the related duties as agreed and in accordance with their job description. Be prepared to undertake appropriate training if and when required.

2.3 All staff are expected to adhere to the school’s principles and policies which underpin good practice and the raising of standards.

2.4 All staff share with other colleagues the responsibility for the maintenance of good order and adherence to school rules across the student population. All staff are expected to deal with issues that they encounter in an appropriate manner.

2.5 All staff are responsible for their own health and safety and the health and safety of students within their care, both on and off school premises and when engaged in school activities.

2.6 All staff provide support to the management of the school and assist in supporting the teaching and learning process of the school and provide support for school functions as appropriate.

2.7 To support the learning process and good administrative practices in the school.

2.8 To respond to the demands of teaching staff.

2.9 To support other associate staff by covering their duties if they are absent from work.

2.9a To carry out other duties as may be reasonably required by the Principal from time to time.

**3 - GENERAL – APPRAISAL PROCESS**

3.1 All staff are expected to contribute to the Associate Staff Review process which involves the setting and reviewing of individual targets.

3.2 Review targets may include:

* An empirical target to ensure that progress is measured accurately and effectively
* A target based on the School Improvement Plan
* A target which will encourage personal and professional development

**4 - SPECIFIC DUTIES – ATTENDANCE ADMINISTRAIVE ASSISTANT**

4.1 To support strategies to improve the attendance of individual students across the

Communities (years 7, 8, 9, 10 and 11).

4.2 To prepare attendance letters to be sent home to parents.

4.3 To prepare penalty notice warning letters, PIAS referrals, ‘elective home education

’ paperwork and ‘child missing in education paperwork’, as appropriate.

4.4 To liaise with students, parents/carers, community and school staff and multi-agencies and to record interventions and communications appropriately.

4.5 To prepare documentation for attendance improvement meetings and multi -agency meetings, as appropriate.

4.6 To monitor the punctuality of students in years 7, 8, 9, 10 and 11 and intervene according

to school policy.

4.7 To produce whole school attendance statistics, best tutor group statistics and best

college statistics on a weekly and termly basis.

4.8 To produce unexplained absence lists for tutors so that reasons for absence can be

identified.

4.9 To follow up unexplained absences with tutors, parents and students, as required, in order to ensure accurate attendance records.

4.10 To oversee the request for holidays process and administer accordingly.

4.10 To attend and minute team meetings, if required.

4.11 To produce analytical reports, when requested.

4.12 To support other colleagues in the student services team as required.

4.11 To contribute to the School’s public relations.

**Note**

1. The above job description may be reviewed during the academic year. It may also be amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments.