

# SHEERNESS WEST FEDERATION JOB DESCRIPTION



<b>JOB TITLE:</b>	<b>Attendance Officer</b>
<b>REPORTING TO:</b>	<b>Head of School and Executive Headteacher</b>
<b>GRADE:</b>	<b>KR5</b>
<b>HOURS/WEEKS:</b>	<b>25 hours per week - 39 weeks per year</b>
<b>SITE:</b>	<b>Rose Street School (Sheerness West Federation)</b>

## **JOB SUMMARY**

- The Attendance Officer is a key member of our Federation support staff team. The role involves collecting, recording, monitoring and reporting data on attendance and punctuality. It also supports our pastoral work to improve and maintain and celebrate good attendance and punctuality to help all children to achieve the very best outcomes from their time at school.
- Application is by completion of the application form on the school websites or using the application form provided by Kent Teach. Please ensure that your covering letter or personal statement addresses the requirements of the role as set out in the Person Specification.

Closing date: 22 April 2024

Date of interviews: TBC

***We are committed to the safeguarding and promotion of children's welfare and an equal opportunities employer. All job offers are subject to satisfactory references and enhanced Disclosure and Barring Service clearance.***

## **MAIN DUTIES & RESPONSIBILITIES**

- Act as the initial point of contact for pupils, parents, external agencies and staff with regards to attendance, sharing information, resolving queries where possible and referring more complex queries to the Head of Schools as appropriate

### **Attendance**

- To make daily telephone calls to parent/carers regarding pupil absence
- To maintain attendance records and collate attendance data on a weekly / termly basis to produce reports to identify patterns of attendance and pupils causing concern
- To check class registers and liaise with teachers to ensure they are completed correctly

- Monitor individual pupil attendance – investigate unexplained absences and make initial enquiries with parents / carers regarding absence issues
- To provide routine advice and support to parents regarding attendance issues and strategies for improvement – feeding back to the Heads of School / DHT (inclusion) other staff and external agencies where appropriate
- To implement and promote incentives for improving attendance within the school – including attendance certificates and prizes
- To feedback to the Heads of School (DHT (inclusion) where attendance is causing concern in line with the school’s policy and to support the Heads of School / DHT (inclusion) at formal meetings with parents / carers taking follow up actions as agreed
- To issue routine correspondence to parents regarding attendance / absence requests in accordance with school procedure
- To oversee “late” procedures and monitor pupils causing concern
- To complete documentation to refer pupils to Attendance and Behaviour Service/ CME/ SLO etc. when required following discussions with the Heads of School / DHT (inclusion)
- To prepare and issue documents relating to penalty notices and certificates for court following discussion with the Heads of School / DHT (inclusion)
- Attend or provide information to weekly school-based well-being team meetings
- To undertake home visits with another member of staff
- To attend internal meetings to discuss pupil absence and undertake routine liaison with external agencies regarding attendance if required
- To ensure records are kept of any interventions and feedback provided where appropriate.
- To prepare statistical returns regarding attendance
- Ensure that all standard attendance documentation is current according to KCC policies and Code of Conduct

#### Additional duties

- To assist with other clerical duties within and across the federation if required

***This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.***

## PERSON SPECIFICATION

Essential	Desirable
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Listening skills</li> <li>• Empathy</li> <li>• Ability to relate well to children and to adults (parents / carers; staff; outside agencies)</li> <li>• Firmness towards positive outcomes</li> <li>• Observing and applying appropriate boundaries</li> <li>• Building self-reliance in children</li> <li>• Good literacy and numeracy</li> <li>• Able to recognise own development and training needs</li> <li>• Able to support families and carers with students with challenging needs/behaviours</li> <li>• Attention to detail, even under distraction</li> <li>• Meeting deadlines</li> </ul>	
<p><b>Knowledge and Understanding (not necessarily on Day One)</b></p> <ul style="list-style-type: none"> <li>• Relevant policies/codes of practice and relevant legislation</li> <li>• Safeguarding principles, procedures and best practice</li> </ul>	
<p><b>Qualifications/Training</b></p> <ul style="list-style-type: none"> <li>• Significant experience in use of spreadsheets and databases</li> </ul>	<ul style="list-style-type: none"> <li>• Maths and English GCSE Grade C+ or equivalent</li> <li>• Familiarity through use with school attendance procedures and systems</li> <li>• Familiarity through use with SIMS Attendance module</li> </ul>

