



Job Description

Name	
Position	Attendance Assistant
Salary Scale	KSC £25,252- £26,262
Responsible to	Attendance Officer, Attendance Lead
Responsible for	Raising levels of attendance for all students
Date of Appointment	

Core Purpose

The Attendance Assistant is responsible to the Attendance Officer and Attendance Lead to promote excellent attendance, reduce levels of absence and work with children and families, to ensure that each student has the best possible chance of success whilst at Aylesford School.

Key Responsibilities

- promote and support high levels of attendance
- support students in achieving their full academic potential
- promote a positive attendance and punctuality culture with parents and students
- form strong relationships with parents/carers

Key Duties

- To ensure all registers are completed and no missing marks or unexplained absences remain/to record late arrivals accurately on SIMS
- To assist with the identification of students who will receive support in improving their attendance record
- To follow School Policy of 'first day contact'
- To check and remind any necessary staff to complete registers
- To ensure all unexplained absences are accounted for or send letter requesting an explanation
- To assist and check records prior to the Census to ensure school attendance is accurate and up to date on class charts and SIMS
- To liaise with the safeguarding team regarding child protection
- To ensure that all registers are updated and can easily be accessed in the event of a fire alarm
- To provide updates for staff on student attendance
- To collate, maintain and update attendance data
- To keep up to date with SIMs/Class Charts training
- To arrange admissions meetings for new students and ensure all appropriate new student data is input to SIMS
- To act as the initial point of contact for parents regarding attendance issues and admission enquiries.
- To make initial enquiries with parents and carers regarding unexplained absences / lateness – including first day calling / texting.
- To issue parent letters, as directed by Attendance Officer
- To process and action pupil holiday requests as directed by Attendance Officer
- To issue routine correspondence to parents regarding attendance / absence requests in accordance with school procedure.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- To send referrals through the digital front door as directed by the Attendance officer

Other

- To follow the routines and procedures outlined in the Staff Handbook.
- To undertake academic and pastoral tutoring as required
- To participate in curriculum, pastoral, administration, organisation and staff meetings including other CPD sessions and twilight training.
- To contribute to the work of department and pastoral teams.
- To take responsibility for your own continuous professional development and keep up to date with research, innovation and development in education
- To cover for absent colleagues in accordance with our policy.
- Carry out any other reasonable responsibilities, as directed by the Headteacher/Deputy Headteacher/Attendance Officer

Note

This Job Description may periodically be varied after consultation with the post holder.

Signed Headteacher

Date

Signed Colleague

Date