



## **JOB DESCRIPTION**

### **Attendance Officer**

37 hours, Term Time + 2 additional weeks (to include INSET days)

The working hours would principally be 8.30am - 4.30pm but the ability to be flexible around this, sometimes starting and finishing later to accommodate meetings, would be ideal.

**Job Title:** Attendance Officer

**Reporting to:** Vice Principal

#### **Role Purpose:**

- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling The Trust's values in all aspects of the role;
- To provide a specialist service to help the school raise achievement by improving school attendance and punctuality and to meet our attendance targets.
- To promote positive attitudes towards education, ensuring that parents are made fully aware of their statutory responsibilities, particularly where there is persistent absence.
- To ensure that the Turner School attendance strategy is followed and positively promoted within the school and to all relevant stakeholders.
- To promote a community of learners with purpose and passion while modelling the of Turner Schools "Walk The Turner Talk" values in all aspects of the role.

#### **Key Responsibilities:**

- To be responsible for all attendance matters and the daily attendance routines at the school.
- To line manage and be responsible for the work of the school's Attendance Administrator.
- To support the development and monitoring of attendance tracking systems and improvement measures.
- To work with pastoral, safeguarding, SEND and senior colleagues to ensure that school attendance targets are met for all pupils.
- To support the Vice Principal and Attendance Consultant in advising colleagues on strategies to promote the regular attendance of all pupils, and assist with the implementation of agreed strategies.
- To analyse attendance data and provide reports to the Trust Senior Attendance Administrator, Vice Principal 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.
- To conduct home visits as required in conjunction with colleagues or outside agencies.

- To be responsible for monitoring and raising the attendance of a discrete cohort of pupils who are Persistently Absent.
- To liaise with the Trust's Attendance Consultant and Senior Attendance Administrator to support the preparation of statutory paperwork and provide information as required to enable the school to meet its obligations and statutory responsibilities.
- Be fully aware of and carry out all work in line with Child Protection/Safeguarding Procedures.
- 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.
- 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, child employment, child protection and special needs etc. in order to be able to offer informed advice to parents, school staff and others.
- Work on initiatives which raise the awareness of the whole school community on the importance of good school attendance.
- Coordinate the work of any colleagues that might assist with the running of attendance.

#### **Other Duties**

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- To comply with all policies and procedures including, but not limited to, Health Safety and Security; Data Protection legislation and best practice; Freedom of Information legislation and best practice; Child Protection, including DBS and enhanced disclosure requirements and the Equal Opportunities and Diversity Policy;
- Share the Trust's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the school;
- Ensure that all duties and services provided are in accordance with all Turner Schools policies and the school's procedures in line with staff code of conduct/professional expectations;
- To undertake training as necessary;
- To actively engage in the performance management process;
- To be willing and enthusiastic in engaging with continuous professional development;
- To undertake any other duty as specified by the Principal/Senior Leadership Team not listed above;
- To be a key part of the life of the school community, to support both the values, vision and ethos of the school and the Trust, and encourage students to follow this example.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Principal or Vice Principal to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Acceptance:**

I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....