

**JOB DESCRIPTION**

**Attendance Officer**

**Job details**

Grade: KR4

Reporting to: Principal Lead – Welfare and Behaviour

**KEY PURPOSE:**

To provide and report on attendance and punctuality data, to support and challenge this data to improve punctuality and attendance for the whole school Year 7 to year 13.

To work alongside the pastoral team to promote excellent attendance and work with students and their families to reduce the levels of attendance.

**KEY AREAS AND ACCOUNTABILITIES:**

This list of responsibilities is not exhaustive, but includes the following:

**Daily**:

* Monitor attendance, including First Day Response calls, email absences to staff, code activities.
* Make calls to parents/carers of students not known to be present from the morning register.
* Record the findings on the daily Absence Report emailed to all staff.
* Check registers for absences or registers not taken and take appropriate action.
* Monitor lesson monitor throughout the day particularly lesson 1 and 6.
* Input AM & PM paper registers.

**Weekly**:

* On a Friday, produces attendance reports for Student Support Managers and the designated senior leader, including the weekly whole school report and the ‘Tracking of Students of Concern’ year worksheets, (which includes all students below 95%).
* Ensure that the ‘Attendance Intervention Tracking Master’ year worksheets are immediately updated and the appropriate letters are promptly sent to

parents/carers.

**Biweekly**:

* Meet individually with Student Support Manager, and sometimes the Principal Lead to discuss individual students, identified through the two spreadsheets as described above, to agree what praise, support or intervention is needed to encourage improved attendance or get compliance.

**As required**:

* Manage the process of warning or issuing Penalty Notices
* Attend ad-hoc meetings with parents whose children have attendance issues together with Student Support Manager or SLT as required.
* Attendance data returns for the school’s census’ or for the Attendance Improvement Office
* Fill out necessary paperwork and produce evidence of absences of Referrals to SLO
* Home visits to students with particular attendance concerns
* Arrange meeting with students in school who have under 90% attendance
* Meet fortnightly with Heads of Year to discuss absences on the day and highlight any concerns
* Update Diary of Events regarding attendance concerns – this information is needed to support any referral to the SLO and substantiate evidence relating to court action.
* Monitor and keep full records all communication with families regarding poor attendance and persistent absence and lateness
* Produce paperwork and gather evidence for Penalty Notice fines
* Maintain Penalty Notice spread sheet
* Produce Head Teachers Certificates of students whose parents have refused to pay fines
* Minute meetings held in school with parents who are at risk of referral due to low attendance
* Inform both KCC Admissions and KCC Attendance of students either leaving for Home Education, moving home or changing schools
* Respond by letter to Leave of Absence requests
* Send letters home to parents of students under 95% and 90% asking for medical evidence where applicable
* E-mail staff and Line Manager regarding missing AM and PM registers, lesson registers and any conflicting marks
* Input trip information onto sims
* Give support in the training of attendance on sims
* Follow up unauthorised absence where tutors have persistently not been provided with a note to cover the absence
* Provide attendance data to prospective employers/Further/Higher Education regarding attendance for pupils who have left school
* Where the input of the Attendance Officer is required attend and represent the school at Case Conference meetings on individual pupils held at local authority venues
* Liaise with AEN regarding students with attendance concerns
* Liaise with Alternative Providers regarding students attendance who are attending their establishments
* Do a late gate for a 15 minute period recording any students who are late into school
* Produce statistics regarding Lates
* Set up user-defined groups to target groups with particular attendance concerns
* Undertake similar support staff duties commensurate with the level of the post as required by the Head teacher

**This Job Description is not a process manual, nor an exhaustive list of all responsibilities, accountabilities and procedures. All roles across the school will move with changing needs and systems, etc.**

**PERSON SPECIFICATION**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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| **CRITERIA** | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Level 3 Diploma, NVQ accreditation in a relevant subject or area |  |  |
| GCSE C grade or higher (or equivalent) in Maths and English |  |  |
| **Experience** |  |  |
| Experience of working in a school setting |  |  |
| Proven track record of successfully working with disaffected young people |  |  |
| Experience of working with students, parents/carers |  |  |
| Experience of working with external agencies |  |  |
| Experience using SIMs |  |  |
| **Skills / Abilities / Knowledge** |  |  |
| An ability to communicate effectively with teachers, students, parents and multi agencies |  |  |
| An ability to work autonomously and as part of a team. |  |  |
| Good organisation, time management, communication and interpersonal skills. |  |  |
| Good research and planning skills |  |  |
| Knowledge of the main aspects of the organisation of secondary schools |  |  |
| Knowledge of the principles involved in giving advice and guidance to young people including the place of confidentiality and sharing information |  |  |
| Knowledge of the rights and responsibilities of parents |  |  |
| Knowledge of school policies relating to attendance, safeguarding, behaviour and dress code |  |  |
| The ability to liaise with and gain the confidence of all school staff |  |  |
| Ability to build rapport, engage and motivate others |  |  |
| Knowledge and understanding of presenting data and information |  |  |
| Knowledge of analysing data and reporting findings |  |  |
| Good ICT skills |  |  |
| The ability to work flexibly |  |  |
| Patience, resilience, tolerance and a genuine understanding of the difficulties that students may encounter with their school and home life |  |  |
| The ability to find creative and imaginative solutions to problems |  |  |
| The ability to produce detailed, concise evaluative reports |  |  |
| **Attitudes** |  |  |
| A commitment to and an enthusiasm for the post |  |  |
| Adaptability and a professional approach to the responsibilities of the post |  |  |
| An understanding of and commitment to the equal opportunities policies of the LA, and the School |  |  |
| An eagerness to gain experience, expertise and professional development through this position. |  |  |

**The successful candidate must pass the required health and enhanced DBS checks.**