JOB DESCRIPTION

Job Title:	Attendance Officer	**Job Ref:**	XS209a,b
Job Family:	Children's Services		
Location:	Dorchester Middle School	**Grade:**	Level 1 – Dorset Grade 7 Level 2 – Dorset Grade 8
Reports to:	Headteacher, Finance & Business Manager, Support Services manager		

Main job purpose

To promote and apply intervention strategies to ensure high levels of attendance and punctuality of students within the school.

Main job role

- To identify and implement intervention strategies to address and continually improve attendance and punctuality for targeted individuals.
- Maintain accurate manual and electronic records on behalf of the school.

Main responsibilities and duties

- Maintain accurate student attendance and lateness records on the SIMS Net Attendance Module on a daily basis.
- Follow up student absences and lateness by School comms/telephone or other means, on a daily basis with guidance from relevant colleagues, making appropriate referrals.
- To check and remind staff, as necessary, to complete registers.
- Register late students and follow up reasons for lateness..
- To ensure all unexplained absences are accounted for, seek reason for absence via telephone or letter home if required.
- To input information in a timely manner.
- To check accuracy and correct coding on registers.
- To maintain emergency fire registers.
- To follow Attendance policy and send out letters as required.
- To maintain an accurate system for students signing in/out of school.
- Identify individuals and/or groups of students that require additional support to improve their levels of attendance and punctuality.
- Identify and implement intervention strategies to address poor attendance and celebrate excellent attendance. The postholder will have a range of interventions available with the discretion to adapt or amend them as appropriate.

- Making home visits to students and parents/carers as appropriate.
- Initiate and follow through appropriate sanctions in liaison with the relevant colleagues and other professionals including fines and court action.
- In liaison with relevant colleagues/school management, attend follow up meetings and other relevant meetings with parents/carers and/or other professionals to provide relevant information, offer support and seek ways in which the school can help in improving individual attendance and punctuality.
- Liaise with outside agencies, parents/carers, social services, other schools and/or organisations in relation to information on student attendance and punctuality.
- Establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- Provide accurate and timely attendance and lateness reports to relevant colleagues, Heads of Year and other professionals, e.g. EWO, as well as information required at court hearings.
- Report any welfare and/or child protection concerns as per school policies and procedures.
- Completion of accurate statistical returns regarding student attendance and punctuality as required by the school, local authority and DfE.
- Responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
- Undertake professional development activities to enhance personal development and job performance, through provision of training and mentoring.
- Attend relevant school meetings, as well as any other meetings associated with this role.
- Any other reasonable duties as required by the Headteacher.

Supervision & management

The postholder will often be required to work without direct supervision. Supervision will be present where necessary.

There will be no supervisory responsibility.

Resources

General Office equipment (e.g. computer, photocopier, Fax Machine, telephone

Working Environment

The post holder will mainly be working in a busy office with frequent use of IT equipment.

The post holder will regularly be required to work outside of the school day to visit families in their homes. Therefore flexibility in work pattern may be required on occasions.

Contacts & relationships

Daily contact by telephone and face to face with SENCO, SLT members, Heads of year, class teachers, students and carers and regular contact with Headteacher, LA officers (for advice) and DfES and other central government officials.

Work Demands

Predominantly the post holder will work within an office environment but will be required to undertake home visits on a regular basis.

Progression in Post (if applicable)

Job description prepared by:			
Designation:		**Date:**	November 2013