

ST PETER'S SCHOOL – BOURNEMOUTH

Job Description

Student Attendance Assistant (Years 7-11)

Post Holder

Salary Grade Grade C, Scale Point 4 – £11,283 (actual) gross per annum

Contractual Weeks 39 weeks per year (Term Time)

Contracted Hours 20 hours per week: 9.00am to 1.00pm Monday - Friday

Key Role and Responsibilities

Reporting to the Education Social Worker (ESW) and through them to the Assistant Headteacher/ Headteacher, the Attendance Assistant will work alongside the ESW and Attendance Officer and other key school staff to promote excellent attendance, reduce levels of absence and work with children and families to promote high levels of attendance. Generate key attendance data in conjunction with the Attendance Officer for the three weekly attendance meetings with YL and ESW, and complete any actions following these meetings.

It is important to:

- Promote and support high levels of attendance
- Promote a positive attendance and punctuality culture
- Form strong relationships with parents/carers

Main Duties

- Meet with Head of Years three weekly to discuss students with under 90% attendance and agree next steps.
- Arrange Safe and Well meetings as required.
- Attendance meetings and coordinate/chair Fast Track cases.
- Attend/coordinate TAF meetings as and when needed.
- CMOE/PMOE reporting.
- Manage legal action for Penalty Notices and Prosecution.
- Support and oversee Emotional Based School Avoidance students.
- Coordinate/chair 6 weekly Pupil Review meetings.
- Manage Reintegration Referrals
- Complete Medical Alternative Provision/Alternative Provision forms
- Working with Heads of Years managing reduced timetables.
- Meeting with School inclusion Attendance Officer every half term to manage Severely and Persistently absent students.

Other

- Communicate effectively with staff, other professionals and members of the public face to face, by email and on the telephone and in doing so promoting a positive image of the service.
- Liaise with parents by telephone or in person regarding student attendance, and attend meetings when required
- Liaise closely with the Year Leaders and Education Social Worker (ESW) in preparing attendance reports including persistent absence, which are sent to BCP termly, 100% attendance and others as requested
- Meet regularly with the EWO/Year Leaders regarding student attendance and prepare letters or Parenting contracts as required
- Produce reports for SLT/Governors on attendance
- Assist the ESW in the completion of any CME (Child Missing in Education) referrals to the Local Authority for high risk students when required
- Sharing best experienced practice with Primary Attendance and Sixth Form Attendance
- Ensure that student information is logged and/or filed efficiently.
- Contact with parents/carers regarding isolation time and updates

All staff are expected to respect and work within the Catholic ethos of the school.

SUPPORT FOR THE SCHOOL

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher, Deputy Headteacher, Line Manager or ESW.

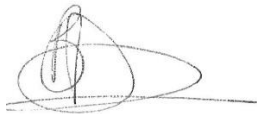
This job description will be reviewed annually.

Safeguarding is everyone's responsibility at St Peter's School regardless of position or role.

Signed

Postholder

Date



Signed

Headteacher

Date 26.6.25

Agreed: June 2025

Review