



## Job Description Attendance Officer

<b>Employer</b>	Castleman Academy Trust	<b>Salary</b>	Grade E SCP 7 - 11
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### Key Purpose

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

### Key Responsibilities and Duties

#### 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

- Monitor accurate pupil attendance and lateness records on a daily basis.
- Follow up on pupils absences and lateness by In-touch/telephone or other means, on a daily basis with guidance from relevant colleagues, making appropriate referrals.
- To check on late pupils.
- To ensure all unexplained absences are accounted for, seek the reason for absence via telephone or letter home if required.
- To check the accuracy and correct coding on registers.
- To follow Attendance policy and send out letters as required.
- Identify individuals and/or groups of pupils 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 pupils 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 pupil attendance and punctuality.
- Establish and maintain good relationships with all pupils, parents/carers, colleagues and other professionals.
- Provide accurate and timely attendance and lateness reports to relevant colleagues, Heads of House and other professionals.
- Support the transition points and new arrivals.
- Supporting and checking on pupils who are out of school for any reason, for example, suspension or attending alternative provision.
- Report any welfare and/or child protection concerns as per school policies and procedures.
- Completion of accurate statistical returns regarding pupil 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 the 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 and Management of People**

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

### **Contacts and Relationships**

- Daily contact by telephone and face to face with SLT responsible for Attendance, other SLT, pupils, carers and regular contact with the Headteacher, Senior Governors.

### **Resources**

- The post has limited responsibility for physical or financial resources.

### **Work Environment**

- Work is subject to deadlines and changing demands.
- Work requires normal physical effort in a heated, lit and ventilated environment.
- The post holder will be required to work outside of the school day to visit families in their homes. Therefore, flexibility in work patterns may be required on occasion.

Any other duties commensurate with the role of an Attendance Officer that may be required from time to time. Attendance Officers are accountable to the Trust Board and Headteacher for the standards achieved and the conduct, management and administration of the school, subject to any policies that the DfE and the Trust shall make. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.

The Castleman Academy Trust reserves the right to deploy staff to support the needs of our pupils throughout any of our Trust schools, as and when required.



## Person Specification Attendance Officer

Education/Qualifications	Desirable	Essential
5 GCSE's with a minimum of grade C or above in Maths and English (or equivalent qualifications) and a good standard of general education		X
A good standard of general education, in particular, the ability to write to a high standard of literacy and develop reporting writing skills		X
Good level of IT competence, including word and excel		X
Ability to undertake the travel requirement of this role		X
A professional qualification relevant to the post such as social work, teaching, youth work or other relevant qualification	X	
Level 3 Safeguarding trained	X	

Experience & Knowledge	Desirable	Essential
Knowledge of school's behaviour and management policy and procedures	Training provided in school	
Knowledge of school's fire and emergency procedures		
Knowledge of Child Safeguarding procedures		
Experience of working with children and within a school attendance related service		X
Up-to-date knowledge of attendance regulations		X
An understanding of the issues affecting truancy and non-school attendance		X
An understanding of issues that may affect a pupil's ability to attend school		X
Awareness of legislation relating to the welfare and protection of young people		X
Working with young people and their families, preferably within an educational context		X
Using IT systems to compile reports as well as analysing statistical data for monitoring purposes		X
Working with professionals and other agencies and in a multi-agency context	X	
Previous experience of SIMS Attendance module	X	

Skills and Abilities	Desirable	Essential
Well-developed administrative and organisational skills		X
Ability to cope with stressful/conflict situations		X
Ability to manage home visits		X
Sensitivity in dealing with confidential issues		X
Ability to persuade and negotiate and have the confidence to challenge difficult behaviour		X
Flexibility and initiative to enable decisions to be made on a day-to-day basis to ensure deadlines and other requirements are met		X
Good communication skills, both written and oral, with both adults and young people		X
Personal credibility to deal with a wide range of stakeholders and represent the school in dealing with external representatives		X
Able to work on own initiative as well as in a team		X
Able to use IT systems accurately and effectively to produce reports, record information and monitor outcomes for individuals and groups		X
Maintain a professional and positive manner		X

Safeguarding and Special Requirements	Desirable	Essential
The Castleman Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.		X
The successful applicant will be required to meet all elements of Safer Recruitment and will be the subject of pre-employment checks including an Enhanced DBS Check, including Child Barring List, a medical questionnaire and satisfactory references.		X
It is a prerequisite that you familiarise yourself with the safeguarding policy and safer working practices policy and procedures of the school and follow them.		X
The Castleman Academy Trust expects all employees and volunteers to be committed to the Trust's Policies and ethos		X