ATTENDANCE OFFICER

JOB DESCRIPTION

POST TITLE:	**ATTENDANCE OFFICER**
GRADE:	**NJC band 7, SCP 14-17**
WORKING WEEKS:	**Term-time only plus two weeks (47.8)**
REPORTING RELATIONSHIP:	**Report to the Assistant Head Teacher (School Manager)**
JOB PURPOSE:	**To implement a range of policies, practices and actions which ensure the maximum attendance of all pupils.** **To support the accurate collection and recording of up to date pupil data in school systems.**

Aims of the Post:

To lead, implement and co-ordinate a range of policies, practices and actions which ensure the maximum attendance of all pupils

To ensure pupil data is collected and recorded accurately in school systems and kept up to date

MAIN DUTIES/RESPONSIBILITIES

Post holders working to this job description / profile may undertake any of the following main duties and responsibilities.

1. To be responsible for ensuring pupils are correctly registered in line with school policy and statutory requirements and that no missing marks or unexplained absences remain
2. To ensure all first day contacts are made in line with school policies and procedures
3. To ensure all pupil absence is accurately recorded and coded in line with statutory requirements

4. To prepare, analyse and share data regarding pupil attendance with the Leadership Team and other staff and highlight areas of concern and for action as required
5. To work with other staff to address pupil attendance issues employing a range of pro-active strategies to overcome barriers to good attendance
6. To undertake visits to pupils' homes to explore reasons for absence and encourage an early return to school
7. To work in partnership with parents and carers to encourage good attendance and minimise pupil absences during term-time
8. To provide a range of activities which educate pupils, parents and carers regarding the impact of absence on pupil progress and attainment
9. To promote a positive attendance and punctuality culture
10. To represent Longfield at meetings with other schools and agencies regarding attendance
11. To work with other agencies to identify and address home and school issues which impact on attendance
12. To liaise with the Local Authority where statutory action is being taken for non-attendance by a pupil on the school's roll
13. To provide regular reports to the Leadership Team and the Local Governing Body relating to attendance issues
14. Liaise with teachers to ensure students returning to school after a significant period of absence have a reintegration plan for catching up on work missed.
15. To continually monitor and review practices linked to attendance to ensure their effectiveness
16. To research developing practice and statutory guidance around attendance and ensure the school's processes are compliant and based on best practice
17. To review, develop and implement school policies relevant to areas of responsibility
18. To oversee all processes regarding the collection and input of pupil data to SIMS and any other recording systems
19. To ensure data is stored, retained and destroyed in line with Data Protection and data retention legislation and good practice guidance
20. To improve the quality and accuracy of pupil data held on SIMS by undertaking quality assurance and checking processes on a regular and scheduled basis
21. To ensure the accuracy of pupil data is checked regularly with parents/carers and that SIMS is quickly updated with any amendments
22. To work with the Assistant Head Teacher (School Manager) on any issues surrounding pupil data including producing reports and making statutory returns

General duties

23. To safeguard and promote the welfare of pupils to include adhering to all specified procedures and school policies
24. To respect confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
25. To support and promote the ethos and wider life of the school and to make a contribution to this shared responsibility
26. To take reasonable care of one's own health and safety and that of others and informing relevant staff of any concerns with regard to health and safety
27. To adhere to the policies and procedures of the school and Trust and ensure one's individual performance and actions comply with these

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST/SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.

SWIFT ACADEMIES ARE COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND EXPECT ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.

GENERIC PERSON SPECIFICATION PROFILE – ATTENDANCE OFFICER

ESSENTIAL				DESIRABLE		
	Criteria No.	**ATTRIBUTE**	**Stage Identified**	**Criteria No.**	**ATTRIBUTE**	**Stage Identified**
Qualifications& Education	E1	GCSE A* – C in Mathematics and English or Level 2 Basic Skills (Numeracy and Literacy) or equivalent	EI, C			
Experience & Knowledge	E2	Experience of School Management Information Systems	EI, S	D1	Child protection Level 3 training	EI, C
	E3	Experience of attendance procedures and practices	EI, S	D2	Awareness of Statutory Education system and associated legislation relating to support services for schools	EI, S
	E4	Experience of working with school and other agencies to safeguard children.	EI, S			

	E5	Experience of planning interventions and support for children with gaps in education.	EI, S			

	ESSENTIAL			DESIRABLE		
	Criteria No.	**ATTRIBUTE**	**Stage Identified**	**Criteria No.**	**ATTRIBUTE**	**Stage Identified**
Skills	E6	Ability to relate well to children and adults	EI, S			
	E7	Ability to be able to present information in a logical and systematic manner and to interpret figures with skill and understanding	EI, S			
	E8	Ability to work successfully as part of a team and prioritise own work with minimum supervision	EI, S			

	E9	Ability to communicate both orally and in writing to a wide range of audiences, including the ability to write clear, concise and accurate reports and the ability to negotiate and persuade others	EI, S			
	E10	Ability to work under pressure to tight deadlines on a number of different projects	EI, S			
	E11	IT Literate, capable of using MS Word / Excel and Office packages	EI, S			

ESSENTIAL				DESIRABLE		
	Criteria No.	**ATTRIBUTE**	**Stage Identified**	**Criteria No.**	**ATTRIBUTE**	**Stage Identified**
Personal Attributes	E12	Participate in development and training opportunities	EI, S			
	E13	Ability to abide by School & Trust policies and procedures	EI, S			
Special Requirements	E14	Suitability to work with children	D			
	E15	Driving licence and a vehicle with business insurance	C			

Key

EI – Expression of interest

S – Selection Process

C – Certificates

D – Enhanced Disclosure and Barring Service Criminal Check

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references