

JOB DESCRIPTION

Post:	Attendance Support Officer
Salary:	£23,429 within the range £23,429 to £24,598 (NJC points 12 - 15)
Contracted Hours:	Full time, 36 hours per week, 38 working weeks Monday – Friday 8.00am – 4.15pm (4.00pm Friday)
Report To:	Assistant Headteacher (Attendance, Safeguarding and Welfare)

Job Purpose

To support the Assistant Headteacher (Attendance, Safeguarding & Welfare) and the Year Teams with the administration and delivery of the school's Attendance Strategy through ensuring that all students are accounted for on a daily basis and registers are accurately coded, providing timely and effective data, and building positive and impactful relationships with students and families that promote good attendance.

Key Tasks

Administrative

- To undertake administrative tasks associated with daily attendance.
- To manage and oversee all telephone contacts with parents: first day absence, follow up absence calls and unauthorised absence.
- To respond to attendance telephone messages within the same working day.
- To manage 'lates', collating daily lists for Form Tutors and Year Leaders, administering the 'lates' detention and informing relevant members of staff when further follow up is needed.
- To ensure the accurate coding of registers to reflect students arriving / leaving school during the day.
- To oversee any part-time timetables for any student with a reduction to their school day.
- To ensure that unauthorised absences are followed up and re-coded within five days with support from Year Leader and Form Tutors.
- To manage, oversee and monitor Truancy Call for Years 7 to 11.
- To administer student holiday requests.
- To oversee and manage the Educational Penalty Notices issued to students with high absence levels.
- To produce, distribute, collect and collate registers for fire drills.
- To manage and update the attendance notice boards weekly.
- To produce termly attendance stickers for Years 7 to 11.

Data Management

- To ensure the accuracy of attendance data and update codes daily and as appropriate.
- To produce attendance data and reports as requested by the Assistant Headteacher (Attendance, Safeguarding & Welfare), the Student Services Team and the Senior Leadership Team.
- To prepare the relevant data and paperwork to support the weekly meetings with Year Leaders.
- To distribute daily and weekly attendance figures to Year Leaders and the Assistant Headteacher (Attendance, Safeguarding & Welfare).
- To track the attendance of persistently absent students and produce associated reports.
- To manage the Attend software on a day-to-day basis.
- To support with the identification of absence trends and patterns.
- To support with the implementation of the Year 11 Raising Achievement Plan (RAP) by providing timely and relevant attendance data to the RAP team.

Student & Parental Engagement

- To support students and families by establishing effective relationships and partnerships which help improve school attendance
- To build positive relationships with students and families through telephone calls, home visits and meetings held in school.
- To assist with the delivery of the Staged Intervention process and work with families, students and staff to ensure that all students are attending school regularly.
- To support the management of Attendance Panel meetings in line with the Staged Intervention procedure.
- To identify and understand barriers to good attendance for individual students and support with removing barriers.
- To support long term absentees with returning to school.
- To liaise with relevant professionals and external organisations in order to support families and promote good attendance.

Team Working

- To work closely with the Assistant Headteacher (Attendance, Safeguarding & Welfare) in relation to the management of attendance, liaising with colleagues to ensure that excellent attendance is maintained.
- To make a strategic contribution, working with key staff, to help ensure all Year Groups achieve their attendance target.
- To meet with Year Leaders weekly to monitor attendance and punctuality, discuss / implement staged intervention.
- To liaise with the Local Authority and any other service, as appropriate.

Other Duties / Tasks

- To support the smooth running of the Student Services Office, including the effective maintenance of communication channels for staff, students and parents.
- To undertake first aid duties, as required, on a rota basis.
- To liaise with Assistant Headteachers to raise concerns and issues with regard to systems and procedures.
- To be proactive in understanding and acting on all school policies in relation to safeguarding of children and young people and adults who work with them.
- To report safeguarding concerns in line with school policy and procedures.
- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- To contribute to the overall ethos / work / aims of the school.
- To undertake any other duties appropriate to the grading of the post as required by the Headteacher or Assistant Headteacher (Attendance, Safeguarding & Welfare).

This post is subject to the satisfactory completion of a six-month probationary period.