

## JOB DESCRIPTION

JOB TITLE:	School Attendance Officer
RESPONSIBLE TO:	School Business Manager
LIAISON WITH:	Teaching staff, associate staff, parents, students, external agencies
SALARY:	Grade D, point 5

## PURPOSE OF THE JOB

- To contribute to raising achievement by improving school attendance
- To provide a specialist service to assist the school in meeting their obligations and targets in relation to school attendance, especially persistent absence.
- To promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
- To make contact with families in their own homes when necessary to assess the reasons impacting on the attendance of individual students, facilitating their return or access to regular full time education provision.
- To establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality.

## MAIN DUTIES AND RESPONSIBILITIES

- Morning registration of whole school attendance, coding absences appropriately and accounting for every child.
- Monitor attendance calls and emails
- Keep accurate records of pupils' authorised absences eg medical appointments
- To advise the school on strategies to promote the regular and punctual attendance of all students and assist with the implementation of the strategies.
- Meet with school staff, students and parents to identify individual problems and possible solutions.
- Establish and develop a professional specialist service to support the school in meeting its obligations and targets in relation to raising school attendance, reducing persistent absence, investigating persistent absences and improving punctuality.
- To make unsupervised contact with families in response to allocated referrals i.e. home visits and /or meetings in school and /or telephone or virtual meetings.
- Ensure that parents are made fully aware of their statutory responsibilities.
- To initiate appropriate action to ensure the school is carrying out its statutory responsibility in respect of students. This will include preparing statements, presenting evidence, issuing fixed penalty notices (FPNs) and commencing Fast Track proceedings.
- Organise a daily check on children at risk of truanting, and initiate and carry out periodic post-registration truancy checks as required.
- To be fully aware of and carry out all work in line with Child Protection Procedures.

- To liaise and work with other agencies and organisations.
- To keep clear and concise records of all consultations and to write any other reports i.e. annual action plan and summaries, as required for the school.
- To use IT systems to produce reports, often to tight timescales, using word processing and record information including statistical data, providing reports to senior managers and other professionals.
- Ensure that all registers are fully completed, that no missing marks or unexplained absences remain (N codes).
- To manage and prioritise your own workload in line with service requirements.
- Assist and check records prior to the Census to ensure school attendance is accurate and up to date.
- Keep clear and concise records of all consultations and to write any other reports as required for the school
- Keep records on pupil files of all letters sent home.
- Keep records of all staff sickness absence and authorised (and any non authorised) absence
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance.
- To support Pastoral and Learning managers and senior managers in advising the school on all matters relating to attendance and where necessary take the lead role in developing work processes to improve school attendance.
- To work on initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance.
- Accurately record all telephone conversations and meetings with parents.

#### GENERAL REQUIREMENTS

- Adaptable, imaginative, creative and flexible in approach to the work
- Self motivated with the ability to identify your own training needs and a willingness to attend relevant training courses or other training as it falls due
- Prepared to attend meetings outside of office hours
- Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School Policies
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- To ensure compliance of Data Protection at all times, in line with GDPR.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out other appropriate duties within the context of the job, skills and grade.

## Person Specification

<b>Qualifications</b>		<b>Essential</b>	<b>Desirable</b>
1.	Educated to NVQ level 3 / 4 or equivalent.		✓
2.	The ability to write to a good standard of literacy to include excellent report writing skills.	✓	
3.	Driver's Licence and access to a vehicle.	✓	

<b>Experience</b>		<b>Essential</b>	<b>Desirable</b>
6.	At least one year's related experience of work within a school attendance related service.		✓
7.	Working with children, young people, parents and families preferably within an educational context.	✓	
8.	As a part of a team, as well as on your own initiative.	✓	
9.	Working with professionals from other agencies and in multi agency context.	✓	
10.	Using IT systems to compile reports as well as analysing statistical data for monitoring purposes.	✓	

<b>Knowledge</b>		<b>Essential</b>	<b>Desirable</b>
11.	School systems and an understanding of the issues affecting truancy and non-school attendance.	✓	
12.	Demonstrate an understanding of issues linked to confidentiality.	✓	
13.	Demonstrate knowledge of attendance regulations.		✓
14.	Demonstrate an understanding of issues that may affect a student's ability to attend school.	✓	

<b>Skills</b>		<b>Essential</b>	<b>Desirable</b>
15.	Ability to communicate effectively both orally and in writing especially with student's, parents, school staff, EWS, social workers and other professionals.	✓	
16.	Ability to use IT systems effectively to produce reports, record information and monitor outcomes for individuals and groups.	✓	
17.	Ability to persuade and negotiate as well as good interpersonal / communication skills.	✓	
18.	Able to use own initiative and work alone when necessary.	✓	
19.	Ability to overcome communication barriers with children and students.	✓	
20.	Ability to listen effectively.	✓	
21.	Ability to maintain accurate and up to date records.	✓	
22.	Ability to meet tight deadlines and plan and manage own time effectively.	✓	
23.	Demonstrate an ability to cope with stressful / conflict situations.	✓	