

**Job Title:** Attendance Officer

**Reporting to:** Attendance Manager/Education Welfare Officer **Grade: 5 (SCP 7-11)**

**Accountable for:** Not Applicable

### **Overall purpose of the post:**

The post holder will be responsible for providing operational and administrative support to promote whole school attendance strategies to improve attendance levels and reduce persistent absence in line with Academy targets under the supervision of the Attendance Manager/Education Welfare Officer.

### **Main duties and responsibilities:**

- To discuss reasons for absence with parents/carers, offering support and challenge where appropriate.
- To hold discussions and meetings with students, either individuals or groups, regarding attendance. To mentor individual students where appropriate.
- To respond to parental enquiries/complaints regarding attendance concerns.
- To send out appropriate correspondence to parents/carers regarding absence and attendance.
- To identify concerns and discuss attendance issues with the appropriate member of Academy staff.
- To undertake home visits to address concerns regarding student absence.
- To undertake 'Late Gate' patrol each morning. To monitor late arrivals to the academy and identify appropriate intervention, including student conversations, calls to parents and meetings in school.
- To prepare attendance data for monitoring, reports etc. To present data, reports and information at staff briefings, SLT meetings and assemblies.
- To present attendance awards to individuals, VMGs and in assemblies. To manage systems for incentives and maintain displays.
- To prepare and minute information for School Attendance Panels as required.
- To process referrals for Fixed Penalty Notices as required.

- To maintain the utmost confidentiality of information acquired during the course of your work.
- To publicise attendance information through a variety of channels – website, VMG, newsletter, etc.
- Attend and participate in meetings as required.
- To provide admin support to the Attendance Manager/Education Welfare Officer.
- General filing and clerical tasks as required.
- To cover for Clerical Officer (Attendance) and SID Officer as and when required.

### **General Responsibilities:**

- To be aware of and comply with academy policy and procedures
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- To contribute to the overall ethos/work/aims of the academy
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedure adopted by the Trust.
- To be responsible for own personal learning and development, including annual performance management reviews for self and staff.
- Any other duties commensurate with the responsibilities and grade of the post.

### **Special Features:**

- 37 hours per week
- Term Time only plus 5 days

### **Personal Contacts:**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.