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OUTLINE JOB DESCRIPTION

**HORTON PARK PRIMARY SCHOOL**

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| **Post Title:** | **Attendance Officer** |
| **Post Ref:** |  |
| **Grade:** | **Band 5/6 (depending on experience)** |

**Introduction:**

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is being reviewed.
3. The school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to council / school services.
4. The school is committed, where possible, to making any necessary reasonable adjustments to the job role and working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Role/Specific duties:**

* To develop and maintain a whole school culture that promotes the benefits of high attendance and punctuality
* To monitor children’s school attendance and support parent/carers to ensure their child maintains full and regular attendance.
* Accurately complete admission and attendance registers and have effective day to day systems in place to follow up on absences
* To follow and adhere to the whole school attendance policy
* Analyse school absence and attendance data, identify any emerging patterns and put effective strategies in place
* Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them
* Liaise with the Inclusion Lead to support pupils and families with medical related absences
* Regularly monitor and analyse data to manage persistent absences / term time holiday requests / lateness and work alongside external agencies to mitigate this
* Tomaintain accurate data relating to all pupils’ attendance on the schools information management system (SIMS) and be able to analyse this effectively
* To make first-day absence calls to parents in a timely manner and carrying out home visits, reporting results to the Senior Leadership Team
* Making the first day contact calls for all absentees
* Contacting parents, by telephone or text, of those pupils identified as vulnerable due to attendance issues
* To initiate and identify with parent/carers the reasons for their child’s non-attendance and/or punctuality and lateness and work with them through positive telephone conversations or home visits to achieve regular attendance and punctuality.
* Following the schools children missing from education procedures ensuring that vulnerable pupils are appropriately safeguarded
* Undertaking home visits for absent pupils and effectively recording this information
* Producing analysis of absence data and regular informative reports for Senior Leadership Team, as prescribed by the Headteacher
* Gathering evidence to support the prosecution and penalty processes
* Working alongside the PIW to ensure appropriate intervention is put in place to facilitate rapid progress within school
* May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

**Knowledge and Skills:**

* To make decisions and recommendations, using initiative and where appropriate, within established working practices and procedures. The Attendance Officer will be expected to use good common sense and initiative in all matters relating to liaison with other stakeholders, schools, parents, carers, pupils and staff members.
* Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary eg. Dealing with a sick, injured or distressed child.
* Will contribute to the overall ethos/work/aims of the school
* Will appreciate and support the role of other professionals.

**Safeguarding**

To uphold the Trust’s Policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners.

Meet regularly with the line manager to ensure clarity of understanding of a range of issues.

**Working with Stakeholders**

* Promoting family relationships, engaging parents as co-educators of their own children and developing positive working relationships with families
* Maintaining regular contact with families/carers of learners in need of support, to keep them informed of the learner’s needs and progress in relation to their attendance
* Arranging and running attendance workshops for parents and carers throughout the community
* Working with families in improving attendance of learners, including arranging and attending attendance panel meetings
* Improving communication and understanding between parents/carers and the school; attending meetings and visiting homes as appropriate; reporting to governors, the senior leadership team and other relevant staff on a regular basis.

**General**

All school staff are expected to:

* Work towards and support the schools vision and drivers
* Support and contribute to the schools responsibility for safeguarding pupils
* Work within the schools health and safety policy to ensure a safe working environment for staff, pupils and visitors
* Work within the schools Equality Policies to promote equality of opportunity for all pupils and staff, both current and prospective
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relationships with pupils, parents and colleagues
* Engage actively in the performance review process
* Adhere to school’s policies and procedures as set out in the staff handbook or other documentation available to all staff

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

**Personnel Specification**

**Post Title:** Attendance Officer

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| **Attributes** | **Essential** | **Desirable** | **How Identified** |
| Qualifications | * GCSE Maths & English Level C or above | * Qualification to work with young people * Social work, Youth work, Counselling, qualification and/or experience | * Application |
| Experience | * Experience working with children/families in a school or other related organisations * Use of management information systems (SIMS etc) and associated ICT | * Experience of the penalty and prosecution system * Experience of developing a new initiative and evaluating its impact at an organisational level * Experience of enabling families/carers to access support agencies | * Application * Interview |
| Specialist  Knowledge | * Understanding needs of children and their families * Knowledge of up-to-date legislation surrounding attendance and non-compliance with statutory regulations including new DfE guidance * Safeguarding and attendance monitoring procedures | * The scope of external agencies in supporting families and young people * Knowledge of how to access support. | * Application * Interview |
| Practical/  Intellectual Skills | * Clean driving licence * Good oral and written communication skills; good interpersonal skills * The ability to deal sensitively with people * The ability to relate well to people of all ages and backgrounds * The ability to respond to complex situations * The ability to respond calmly to a variety of situations * A non-judgmental approach * Ability to analyse, interpret and understand relevant data and present it in useful forms to pupils, staff and parents/carers | * Complete Minibus driving test * The ability to explore sensitive issues, with tact and patience * A clear understanding of confidentiality issues * A clear understanding and competence in using ICT * The ability to keep accurate records * Ability to analyse and interpret data and present it in a useful form to pupils and staff | * Application * Interview |