

Job Description



Attendance Officer

Responsible to:	Assistant Principal- Head of School responsible for Attendance
Job purpose:	To effectively monitor the overall attendance rates in the Academy and the attendance of vulnerable groups. Use the information to develop appropriate strategies to improve the attendance of individuals and cohorts supporting families to remove barriers and improve school attendance.
Arrangement	37 hours per week Term time plus 1 day
Salary	SCP 21-25 £20,138 - £22,658 £16,985 - £19,258 per annum pro rata based on 37 hours per week, Term Time only plus 1 day

Main responsibilities of the post:

Work with the Assistant Principal to implement, monitor, review and revise the academy attendance strategy as appropriate this includes:

- Prepare reports and attend meetings as required.
- Day to day management in line with the academy attendance policy and academy attendance systems
- Working closely on matters of attendance with SLT, Pastoral leaders, Learning Mentors, EWS and outside agencies
- Composition and maintenance of accurate updated records of attendance and punctuality
- Liaison with parents, EWS, other agencies by letter and telephone
- Identify truancy and ensure it is followed up by the Pastoral Leaders
- Prepare termly reports on attendance, including comparisons with previous years, for a range of audiences including SLT, Governors, and School Improvement Partner.
- Working with primary Academies within the MAT to support improvements in attendance and undertake targeted work to reduce PA

Identify students not meeting acceptable thresholds and ensure appropriate intervention are in place:

- Identify students who have reached a trigger point identifying concerns about attendance, take appropriate action in accordance with Academy procedure
- Monitor the attendance of PA students, vulnerable groups within the Academy, new admissions in year and give weekly feedback to Heads of School and Pastoral Leaders about students causing concern
- Liaise with parents to develop an understanding of the reasons for non-attendance and identify the support required to improve attendance, making home visits as required
- Organise and Chair Attendance Case Conferences (ACCs)
- Signpost parents/carers to appropriate Multi-Agency support services as required
- Be an active member of the Multi Agency Support Panel by; attending weekly meetings, making appropriate referrals, being a key worker for appropriate students, monitoring individual action plans and supporting the review process, To manage a caseload to develop and implement planned interventions to young people and their families
- Liaise with EWS to process paperwork required in relation to CME, to activate fast track and to support court requirements
- To help to arrange alternative educational provision for individual students as appropriate

- To support the reintegration of students into the Academy after a long term absence or into alternative provision
- To support children and young people through the process of transition from primary school to the Academy who have the potential to develop poor patterns of attendance
- To work with targeted students to support attendance and to assist with any social issues.
- To act as liaison between parents and school for excluded pupils and long term absence
- To set up, implement and run focus groups for students to address issues affecting attendance such as bullying, enlisting the support of other professionals as required
- Line manage and direct the work of the attendance clerk

Other duties

- Display commitment to the protection and Safeguarding of children and young people.
- Comply with the Academy Safeguarding arrangements at all times and provide personal documentation or details to facilitate any checks that are required.
- Develop professional relationships with Academy and Trust stakeholders, and persons or bodies outside the Academy.
- Act as an ambassador for the Academy community, to support the Academy and Trust's distinctive aims and ethos and to encourage staff, students, parents and stakeholders to follow this example.
- Promote the Academy and the Trust positively with the local community.
- Support the Academy during social times in accordance with the Academy duty rota.
- Attend relevant meetings and events as outlined on the Academy calendar.
- Undertake any other duty as required by the Academy and not mentioned in the above.
- To undergo an annual performance management review.
- Be aware of and comply with, the Academy's policies and procedures at all times.
- To attend and perform in accordance with the Academy expectations.
- In addition to the above to undertake any other duties appropriate to the grade of the post.

Teesside Learning Trust are committed to Safeguarding and promoting the welfare of children and young people.

All appointments are subject to satisfactory checks prior to and throughout the duration of employment. All checks are mandatory and must be completed to the satisfaction of the Trust before a conditional offer of employment is confirmed.

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description will be reviewed regularly and it may be subject to modification or amendment at any time. This job description does not form part of the contract of employment. It describes the responsibilities that the post holder is expected to perform.