**Attendance Officer**

**Job Role:** Attendance Officer

**Location:** Hope Academy, Ashton Road, Newton-le-Willows, WA12 0AQ

**Salary:** NJC Grade 5 SCP 17-24 (£28,770 - £33,024 FTE)

**Contract:** Full Time / Term Time (35 hours per week, Term Time + 5 INSET days)

**Reports to:** Lead Attendance Officer

**Job Focus**

Working with the lead attendance officer, other staff, students and parents to ensure good attendance records are maintained, working with and promoting agreed strategies and analysing data to identify trends, key areas of concern and areas for improvement.

**Key Responsibilities**

****All staff at Hope Academy should actively follow and promote the mission, policies and standards of the academy which require:

* Supporting the ethos of the academy which enables students to experience, develop and practise Christian values and living.
* Be fully committed to raising standards and improving the life chances of all students.
* Create a culture which celebrates the positive and encourages all kinds of achievement.
* Ensure good communication and working partnership with others.
* Support a caring and compassionate community, through being aware and responding to the needs of others.
* Promote a happy, stimulating and ordered environment within which children can grow, develop and thrive according to the needs of others.
* Be committed to high standards of professional co-operation and integrity.

**General Duties**

* Implementing agreed strategies for improving attendance.
* Work on initiatives to raise awareness of the importance of good attendance amongst the school community.
* Understand and implement the academy’s Attendance Policy.
* Maintain a working knowledge of legislation and statutory framework relating to academy attendance and ensure that the academy is operating in line with its statutory responsibilities towards students.
* Work with the Education Welfare Service, e.g. by referring students with concerning attendance rates, where necessary.
* Make contact with students’ parents in response to allocated referrals through home visits or meetings in the academy.
* Work with the Education Welfare Service, the LA and the SLT to issue fines to parents for their child’s poor attendance.
* Support the pastoral team and SLT to develop targeted procedures to support students with lower attendance to attend the academy.

**Support for students and parents**

* Establish good working relationships with students, acting as a role model.
* Identify students with poor attendance.
* Maintain contact with the parents of poor attending students to discuss reasons for poor attendance and agree plans for improvement.
* Work with the pastoral team to ensure the wellbeing of students who are struggling with attendance is supported.
* Work with students, parents and SLT to plan and implement interventions for specific students or groups of students who are struggling with attendance.
* Assist in developing any attendance case studies.
* Must have full driving licence and business insurance on own vehicle to make home visits where necessary, in line with the relevant academy policies.

**Administration**

* Assist in draft termly attendance reports to submit to the governing board that detail and analyse attendance.
* Assist in producing attendance reports and detailed action plans based on the outcomes of the reports.
* Make sure attendance registers are completed by staff and check that all coding used to categorise attendance is correct.
* Keep accurate and clear records of all interventions.
* Keep an up to date record of unexplained absence and any follow-up actions.
* Send out general communications to parents and students about attendance and handle queries.
* Collate and maintain attendance data for analysis.
* ****Ensure that attendance data is stored in accordance with the Data Protection Policy.

**Safeguarding**

* Understand and adhere to the academy’s Child Protection and Safeguarding Policy and the DfE’s guidance ‘Keeping Children Safe in Education’.
* Ensure awareness of the statutory obligations the academy has towards safeguarding students.
* Be aware of indicators of safeguarding and child protection concerns.
* Be vigilant as to where absence or poor punctuality could be indicative of safeguarding concerns.
* Closely monitor the attendance of students who are deemed vulnerable or at risk of harm.
* Collaborate with the DSL to launch and monitor interventions for vulnerable students who have low attendance in line with safeguarding obligations.
* Escalate safeguarding concerns about students to the DSL immediately.
* Work with the DSL to engage with students’ families where low attendance is a result of a safeguarding concern.
* Understand the limits of confidentiality, e.g. in the case of a safeguarding concern where information must be reported to the DSL or external agencies.

**Support for the academy**

* Be aware of and comply with academy policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
* Contribute to the academy ethos, aims and development/improvement plan.
* Appreciate and support the role of other professionals.
* Attend relevant meetings as required.
* Undertake student supervision duties at break and other times when required.
* Participate in training and other learning activities as required.
* Liaise with external agencies where necessary.

**Staff responsibilities**

* As a member of the academy Support Staff, provide support and cover for other members of staff as required.

**Corporate responsibilities**

* Pursue and promote the achievement and integration of diversity and equality of opportunity throughout the academy’s activities.
* Plan, monitor and review health and safety within areas of personal control.
* Participate in the academy’s performance management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
* Undertake other such reasonable duties as may be required from time to time and to annually review the role and responsibilities.

**Additional Notes**

* ****All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.
* This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading.
* The job purpose and key statements remain indicative and by no means exclusive – given the evolving needs of the academy, flexibility among staff is very important.
* The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
* A DBS certificate will be required on successful application to a position at the academy.

**Person Specification**

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| **Qualification and development** | **Essential** | **Desirable** | **Source** |
| Numeracy and literacy skills to GCSE / level 2 or equivalent | E |  | A/I |
| Willingness to participate in relevant training and development opportunities | E |  | A/I |
| Safeguarding training or a willingness to complete safeguarding training  | E |  | A/I |
| Further completed professional study |  | D | A/I |
| **Leadership** | **Essential** | **Desirable** | **Source** |
| Be fully committed to the vision of the academy and promote its aims positively | E |  | A/I |
| To be fully committed to achieving the highest of standards and best practice across all aspects of the academy | E |  | A/I |
| To be fully committed to change and able to adopt and promote a forward thinking and innovative approach to development | E |  | A/I |
| Working in a role with leadership responsibilities |  | D | A/I |
| **Recent professional experience** | **Essential** | **Desirable** | **Source** |
| Recent experience of working as part of a team | E |  | A/I |
| Experience of working with children | E |  | A/I |
| Working within a school environment |  | D | A/I |
| Statistical handling |  | D | A/I |
| Working in an attendance related role |  | D | A/I |
| **Knowledge and skills** | **Essential** | **Desirable** | **Source** |
| Working knowledge of relevant policies/codes of practise and legislation | E |  | A/I |
| Understanding of inclusion, especially within a school setting | E |  | A/I |
| The ability to interact positively with staff, parents, students, external agencies and members of the public | E |  | A/I |
| The ability to pay attention to detail | E |  | A/I |
| Strong written and verbal skills | E |  | A/I |
| Knowledge of data protection regulations | E |  | A/I |
| Ability to use other basic technology | E |  | A/I |
| The ability to read and compile statistical data | E |  | A/I |
| **Personal Qualities** | **Essential** | **Desirable** | **Source** |
| High expectations of self and professional standards | E |  | A/I |
| The ability to work as both part of a team and independently | E |  | A/I |
| The ability to maintain successful working relationships with colleagues | E |  | A/I |
| The ability to relate to young people | E |  | A/I |

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