



JOB DESCRIPTION

POST: Attendance Improvement Coordinator

RESPONSIBLE TO: Assistant Head teacher

GRADE/LEVEL: Band 5

CORE PURPOSE: To improve school attendance through positive attitudes with students, parents/carers, pastoral support teams and wider agencies so as to derive maximum benefit from their education.

This job description will be reviewed regularly to reflect, or anticipate changes to, the job commensurate with the salary and areas of responsibility. Working within Teaching and Learning Support, the post holder will:

- Support the implementation South Shields School's vision and values
- Ensure that the school policies are promoted and adhered to
- Contribute in the school to developing a learning culture with high expectations in a safe and
- Secure learning environment
- Foster effective relationships with parents/carers and students.

SPECIFIC RESPONSIBILITIES

- To implement all aspects of the School's Attendance and Punctuality Policy.
- To monitor attendance, looking for trends and patterns for individual students and specific groups particularly those identified as vulnerable, at risk or whom attend off site provision.
- Where appropriate, collect students from their home and bring them into the school.
- To assist the school in identifying students with attendance concerns, assess the underlying causes of poor attendance and punctuality in individual cases and target resources by effective intervention to maximise attendance and improve punctuality.
- To liaise with parents/carers and in some circumstances, social services or other agencies to address the specific needs of individual children.
- To utilise in-school actions to promote attendance. These may include re-integration into the school through part timetables and in-school meetings and facilitating support groups of problem attendees.
- To coordinate home visits in line with the school's Attendance & Punctuation Policy, and to keep a record of these visits in order to pursue concerns about attendance and offer the relevant channels of support.
- To represent South Shields School at meetings where attendance concerns exist.
- To prepare cases of non-school attendance for the attention of the Local Authority's Attendance Improvement Team.
- To produce data and statistics relating to student attendance and punctuality.
- To prepare and assist under section 444 of the Education Act 1996 cases of non-school attendance for Magistrates' Court. Occasionally, this could involve giving evidence in court.

- To develop and promote a good working relationships within school and provide clear direction with specific regard to the schools Attendance and Punctuation Policy.
- To maintain high standards in record keeping, letter writing and report writing.
- To work with senior staff, pastoral teams and tutors to ensure that punctuality continues to improve.
- To undertake regular training in order to keep relevant areas of expertise up to date with changes in legislation and current practice.
- Take part in an annual staff performance review with line manger.
- To create and maintain good working relationships among all members of the community
- To promote appropriate personal and professional development of all staff, providing an example through their own development and practice.
- To set an example to students in work ethic, conduct, dress code, punctuality and attendance.
- Recognise own strengths and areas of expertise and use these to advise and support others
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of South Shields School, it must be accepted that as the work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.