|  |  |
| --- | --- |
| FBECLogoHighRes  **Ferryhill Business and Enterprise College** | |
| **Job Title:** | Attendance Officer |
| **Grade:** | Grade 7 |
| **Hours:** | 17 hours per week |
| **Reporting to:** | Deputy Headteacher – Day to day  Business Manager – Overall |
| **Main Duties:** | |
| To assist the Deputy Headteacher in strategic leadership of school’s drive to improve pupil attendance and punctuality.   * To work alongside Student Support Officer to identify immediate actions in relation to attendance; * To work with Deputy Headteacher on evaluation/monitoring of attendance and punctuality; * To support Learning Co-ordinators and Attendance Improvement Team in the analysis of attendance and behavior; * To promote a whole school approach to attendance and devise intervention strategies and action plans for appropriate students; * To assist with identifying key priorities and translate into Action planning; * To fulfil designated actions with attendance action plan; * To liaise with pupils, parents and carers on specific attendance issues including home visits; * To identify and work with students who have poor attendance or are at risk of developing poor attendance. * To lead meetings regarding attendance of pupil premium students; * To undertake attendance analysis and intervention strategies; * To be aware of exclusions and to assist with analysis of exclusion data; * Initiating and leading TAF’s when attendance is the key issue; * Liaise with external agencies; * To follow lack of response to first day contact and other contacts, liaising with One Point or meeting with parents/carers both at home and in school; * To manage caseloads and maintain casework documentation; * To ensure the maintenance of accurate and factual records which could be used in legal interventions; * To assist KS2/3 transition via nurture group in Year 7 regarding attendance issues; * To attend any training courses relevant to the post, ensuring continuing, personal and professional development.   **The above duties and responsibilities are not an exhaustive definition of all tasks associated with the post. These duties may vary from time to time without materially affecting the level of responsibilities or character of the post and this is reflected in the grading.** | |