

# **Sedgefield Community College**

## **Attendance Promotion Officer / Cover Administrator**

### **Job Specification**



Post: Attendance Promotion Officer / Cover Administrator

Salary range: Grade 5, Points 7-12  
37 hours per week  
Term Time Only

Responsible to: The Headteacher via The Deputy Headteacher (Student Welfare)

#### **Purpose of the post:**

This is a composite post comprising of two substantial elements these being;

1. A lead role in Sedgefield Community College's strategy to improve the attendance levels of its students.
2. Manage the college process of creating replacements for absent staff.

#### **Overall Responsibilities**

##### **Principal Responsibilities (attendance):**

To work in collaboration with a team of College and Local Education Authority (LEA) staff to:

- Monitor and support attendance.
- Promote the benefits of college attendance to pupils and their families.
- Support students (and their parents) in improving their attendance levels.
- Work in partnership with other projects and agencies to help provide a cohesive service for schools.

##### **Main Duties**

- To manage a first day response system and subsequent actions.
- To work with the college student welfare team in making and maintaining contact with families of pupils whose attendance is causing concern.
- To work with the college student welfare team to develop strategies and schemes to positively promote attendance in the college and local community.
- To produce attendance analysis at all levels and use it to identify and monitor attendance issues.
- To manage an Attendance Rewards Scheme.
- To Ensure efficient maintenance of SIMS attendance / lesson monitor system and the completion of all internal and DfES required reporting to deadline including organising and providing all absence data for College Census submissions and the Annual Absence Survey.
- To ensure all staff, including permanent and supply staff, contribute effectively to the maintenance and completion of accurate lesson registers.
- To develop and implement a system to evaluate the effectiveness of attendance administration and provide leadership in improving systems as necessary.
- To manage a database of pupils at risk of failing with their attendance targets.
- To attend any training courses relevant to the post, ensuring continuing personal and professional development.
- Responsible for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with.
- To undertake other duties and responsibilities as required commensurate with the grade of the post.

##### **Principle Responsibilities (absent staff management):**

- In liaison with the designated Deputy Headteacher allocate Cover Supervisors/ teaching staff and supply staff to cover the work of absent staff.

- Work closely with the other members of the school support team and Deputy Headteacher when identifying and implementing cover requirements in terms of both staffing and rooming allocation.
- Monitor the college supply budget in conjunction with the Deputy Headteacher.
- Communicate with supply agencies and source the most appropriate supply staff to fill absences as required.
- Record and track cover usage over periods of time, producing analysis reports for SLT as required.
- Be responsible for induction training for supply staff new to the college.
- Take a key role alongside the Deputy Headteacher in ensuring that the folder provided to temporary supply teachers is up to date and provides the key information required for the role.
- Where required, take a role in ensuring that the work provided for covering staff reaches them in good time.
- Responsible for ensuring external staff adhere to college safeguarding and child protection procedures.
- Administration of the staff absence cover system within the college information management system.

### **Other expectations**

- Provide general administrative support as required.
- Operate as one of a team of school First Aiders. Training will be provided where required.

### **School Ethos**

- To support the distinctive ethos of the college and to encourage students to follow this example.
- To support and work towards establishing the vision and aims of the college.
- To work with students in a courteous, caring and responsible manner at all times.
- To work co-operatively with, and in support of, all adults in the college.
- To support the school in meeting its legal requirements for worship.
- To adhere to the college's corporate policies.
- Comply with the college's health and safety policy and undertake risk assessments as appropriate.
- To present oneself in an appropriate manner so that it upholds the values of the college.

All Job Descriptions at Sedgefield Community College complement the relevant Conditions of Service for the relevant post. The purpose of Job Descriptions is to clarify and sharpen the focus of the role of the post holder. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Headteacher or Governing body to undertake work of a similar level that is not specified in this job description that is appropriate to the purpose of the post.

The college will endeavour to make any necessary adjustments to the job and the working environment to enable access to employment opportunities in line with County Council Equal Opportunities Policies.

This job description is current at the date shown, but to reflect or anticipate changes in the job commensurate with the salary or job title, the college's management may change elements following consultation with the post holder.

**Any offer of employment will be subject to receipt of a satisfactory DBS Disclosure and identity verification.**

**Sedgefield Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**