

# Job Description

## Attendance Support Officer



<b>Responsible to:</b>	Assistant Principal for Behaviour & Attendance and Attendance Officer
<b>Job purpose:</b>	Support the vision and strategic direction of Thornaby Academy by implementing strategies and interventions that positively impact on the attendance rates of all students
<b>Arrangement</b>	Part Time, Term Time only
<b>Grade</b>	SCP 8-11 £19,945 - £21,166 per annum (£8,131 - £8,629 pro rata)

**Our aim is to be an outstanding provider of education. The ethos and vision for our Academy is communicated through our high expectations and a culture that accepts no excuses for underperformance. We are passionate about developing outstanding provision that leads to outstanding outcomes in Thornaby Academy.**

**We will not do that in isolation but through engaging parents, business partners and the local community to be part of the planning and delivery of high quality support to our students.**

**We have the capability, are excited about the opportunities, and relish the challenge to develop the system leadership needed to do this across a group of Academies within the Teesside Learning Trust.**

### **Main responsibilities:**

Within the Academy's overall aims, the post holder will have the following responsibilities;

- 1. Support, management and development for improving attendance across the Academy in collaboration with the Attendance Officer and Assistant Principal for Behaviour & Attendance**
- 2. Promote good attendance across the Academy**
- 3. Implement, track and review attendance strategies and intervention across the Academy**
- 4. Communicate effectively with students, parents, colleagues and external agencies**

### **Duties and responsibilities:**

- Effective day to day responsibility for attendance and punctuality using attendance systems and procedures
- Ensure that all Academy procedures relating to attendance and punctuality are followed
- Support with the tracking of attendance of students and identify any students that are a cause for concern
- Support with the tracking of attendance of targeted students, including those who are SEND or disadvantaged, and identify any students that are a cause for concern
- Provide regular feedback to the Attendance Officer, pastoral staff and senior team on students causing concern
- Communicate attendance and punctuality concerns to the Attendance Officer, senior staff, colleagues and parents and carers, working with them to ensure high standards of attendance and punctuality are met
- To undertake home and school visits as designated by the Attendance Officer
- Provide support to the Attendance Officer and Pastoral Team for the reintegration of students into the Academy following a long-term absence
- Supporting with monitoring attendance to exams and ensure all students are present
- To identify and work with individuals and groups of students, using regular attendance checks
- To work closely with parents/carers and students to improve levels of attendance
- To collate information with regard to the attendance of students who may be experiencing attendance difficulties and communicate this with the Attendance Officer, Pastoral Team and Senior Leaders
- Liaise with the Attendance Officer and Pastoral Team to exchange information in order to determine appropriate levels of intervention

### **Communication & Safeguarding**

- Liaise with parents and staff effectively and in a timely manner on student attendance, interventions and impact
- Establish constructive relationships and communicate effectively with parents and families to support good attendance
- Report any safeguarding concerns to the Designated Safeguarding Team adhering to policy and procedures
- To work alongside relevant staff, attendance officer, pastoral team, senior leaders to improve attendance.

### **Academy Duties**

- Undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role
- Carry out a share of supervisory duties in accordance with published rotas
- Participate in performance management arrangements
- Adhere to published school policies and procedures
- Attend regular meetings with line manager
- Pursue personal and professional development opportunities to meet the changing demands of the job
- Participate in appropriate training activities

### **Other**

- To support the Academy during social times in accordance with the Academy duty rota
- To attend relevant meetings outlined on the Academy calendar
- To undertake any other duty as specified by Support staff Pay and Conditions Body not mentioned in the above
- To comply with the Academy Safeguarding arrangements at all times and provide personal documentation or details to facilitate any checks that are required
- To be aware of, and comply with, the Academy's policies
- To attend and perform in accordance with the Academy expectations

**Thornaby Academy and 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.