

Role	Attendance Officer
Reports to	Assistant Vice Principal
Hours	Term time + 3 days. Part time: 8:15-12:30
Salary	£8,174

The attendance office will work closely with the Assistant Vice Principal in order to improve attendance at the College. You will identify students whose attendance is a cause for concern and actively implement strategies to aid improvement.

Job Description

- Develop existing practice in raising attendance, investigating persistent absences and improving punctuality.
- Ensure the school policy is implemented in relation to attendance and to enforce the staged response system (letters, referrals and necessary meetings).
- Advise the College on strategies to promote the regular and punctual attendance of all students and assist with the implementation of strategies.
- Support Heads of Key Stage and the Assistant Vice Principal with raising attendance.
- Liaise with relevant staff to address poor attendance.
- Communicate with parents, promoting positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
- Arrange and attend regular meetings with identified parties to ascertain targets to improve attendance.
- Inform key stakeholders about current attendance rates in school through reports.
- Meet with students to support the reintegration process and monitor progress.
- Analyse attendance data and ensure that attendance interventions respond appropriately.
- Routinely make visits to parents at their homes and take part in discussions in school with a view to improving school attendance.
- Routinely invite parents into school and hold meetings with them when attendance is a concern.
- Undertake interviews, gather relevant information and professionally assess cause/effect and action/need, with the objective of securing high attendance
- Provide high quality documented evidence and statements when legal action is taken, as well as verbal evidence as necessary.
- Make professional and appropriate attendance referrals to the Local Authority Attendance team.
- Maintain professional, accurate and detailed records in accordance with policy and practice, producing high quality reports to senior management as required.
- Complete the preliminary work necessary for a referral to the statutory responsibilities of the Local Authority
- Promote social inclusion principles and practice, for children and young people in an education setting.
- Manage the recording of student medical records on the school MIS.
- Any other reasonable task assigned by the Principal.

Person Specification

Attribute	Essential	Desirable	Stage
Education/Qualifications	GCSE Maths and English at C or above.	Safeguarding training.	A/I
Experience	Excellent ICT skills including experience of using Microsoft Office e.g. Word/Excel and use of emails and sending attachments. Experience of working with children.	Experience of working as an attendance officer. Knowledge of GDPR.	A/I/R
Skills/Knowledge	Attention to detail. Ability to present information in a clear and understandable format. Excellent communicator. Excellent IT skills. Excellent organisational skills.	Experience of using an MIS. Experience of working with students to improve attendance. Experience of developing systems to secure improvement in attendance. Experience of working in an education setting.	A/I/R
Personal Attributes	Conscientious and hard-working. Resilience. Ability to manage challenging situations appropriately and confidently. Confidence to challenge parents, keep calm when under pressure. Willing to undertake necessary training. Ability to maintain confidentiality.		I/R
Special Requirements	Successful candidate will be subject to an enhanced Disclosure and Barring Service Check. Right to work in the UK. Evidence of a commitment to promoting the welfare and safeguarding of children and young people.		A/I/R

A=Application form. I=Interview. R=Reference.

