

**CHILDREN’S SERVICES**

JOB DESCRIPTION

**POST TITLE:** Attendance Officer

**GRADE:** Band 5

**RESPONSIBLE TO:** Assistant Head Teacher (Pastoral / Attendance)

**Overall Objectives of the Post:**

To work as part of the school’s pastoral team under the direction of the Assistant Headteacher to help the school monitor pupil attendance and punctuality better, respond promptly to unexplained absence and so assist the school in improving overall attendance and punctuality rates.

**Responsibilities of the post:**

To work with pupils and their families to improve their attendance. This will be achieved by:

* Monitoring and recording whole school daily attendance.
* To check and ensure that all registers are taken.
* Contacting home for non-attenders on a daily basis, in line with the Attendance and Safeguarding protocols.
* To keep accurate up to date records of all pupils / parents who have been contacted regarding attendance and / or punctuality. To provide form tutors and / or heads of year reports on all pupils / families contacted.
* To produce attendance reports, as required, for key members of staff.
* Support with duty as required.
* To assist with the profiling of school attendance patterns across the school to more easily identify those pupils who are developing patterns of unacceptable school attendance.
* Identifying and working with the target group of pupils, whose attendance is causing increasing concern.
* To assist with the school’s system for registering pupils who arrive late at school. To follow up those pupils who are not using the agreed system and whose punctuality is causing concern.
* To assist school staff in the detection and follow up of post registration truancy.
* Have daily discussions with pupils and their families about any attendance concerns.
* Sending letters to parents and guardians for poor attendance on a weekly / monthly basis (dependent on need).
* Carrying out home visits in accordance with the lone working policy.
* Liaising with internal and external agencies regarding attendance.
* Tracking attendance and rewarding positive outcomes for pupils.
* Leading attendance meeting with relevant agencies.
* Hold meeting with parents / carers to discuss any attendance concerns and offer support in relation to the barriers to good attendance.
* Co-ordinate attendance clinics, reviews and late gates as required.
* Applying stage 1 and 2 legal interventions.
* Requesting penalty notices from the attendance monitoring team.
* Updating staff, on a daily basis, about attendance and punctuality.
* Identifying attendance data for all key groups.
* Reporting all attendance figures to internal and external agencies.
* Ensuring registers are marked and within legal guidelines.
* Focusing on reducing the number of PA (persistent absentee) pupils.

**General Duties:**

* To assist in the recording & monitoring of pupil progress, problems, and development needs.
* To undertake routine filing and administration tasks.
* To provide information to the headteacher / teachers as appropriate, to enable them to carry out their role.
* To be responsible for health and safety of self and others and adhere to the school health and safety policy and procedures.
* To perform any other duties as may be reasonable required by the Head Teacher commensurate with the grade of the post.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: TJ/CL

Date: 30.03.23