



JOB DESCRIPTION

JOB DETAILS

Job Title: Attendance Officer

Accountable To: Assistant Vice Principal

JOB PURPOSE

To work with students, parents and carers to improve attendance and achievement.

KEY RESULT AREAS

1. Work in collaboration with senior leaders, pastoral teams and other attendance staff to develop and implement trust/school policies and interventions that promote good attendance and punctuality.
2. To promote good attendance and support children and parents/carers in achieving this.
3. To provide regular updates for staff on student attendance with targets and strategies for improvement.
4. Maintain attendance data on the MIS system, including ensuring absences are recorded correctly in accordance with the Department for Education codes.
5. To undertake home visits under the direction of the Assistant Vice Principal and the Principal.
6. To provide information for meetings with parents/carers of students with low levels of attendance.
7. To input attendance data and generate attendance data reports.
8. To work as part of the whole UTC team and contribute to the achievement of the UTC in respect of ensuring improved outcomes for students and families with regard to attendance at and engagement with school.
9. To use professional skills and knowledge to develop effective relationships with children and families, school colleagues and other partners.
10. To produce and interpret statistical data relating to attendance patterns of individual students and groups within the UTC, and to provide, half termly updates for staff e.g. pastoral team and Senior Leadership Team on school attendance.

11. Liaise with the relevant Local Authority's statutory team and other support services to improve attendance rates.
12. To support multi-agency processes including liaising with other partners where appropriate, where attendance is an issue or at risk of becoming an issue.
13. Where appropriate, follow procedures to initiate the legal process to fine/prosecute parents where they fail to ensure a student's regular attendance at school.
14. To undertake home visits where necessary.
15. To support with the development and implementation of plans to support students to return to school following absences to enable a sustained return to school.
16. Undertake any other duties commensurate with the grade and nature of the role.

VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of TCAT and North East Futures UTC, it must be accepted that, as TCAT and North East Futures UTC's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

EQUALITY AND DIVERSITY

TCAT is committed to equality and diversity for all members of society. TCAT will take action to discharge this responsibility but many of the actions will rely on individual staff members at TCAT embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support TCAT's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to TCAT with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or TCAT can improve its practice on Equality and Diversity, please contact the Chief Operating Officer.

HEALTH AND SAFETY

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with TCAT on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to TCAT Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in TCAT Staff Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS

TCAT is committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.