

JOB DESCRIPTION

Job Title: Attendance Officer

Salary: Grade 5, with a pro-rata salary to work term time only plus 10 days

JOB PURPOSE

The Attendance Officer will contribute to improving whole school attendance.

KEY RESULT AREAS

- Ensure all registers are completed and maintained accurately on a daily basis.
- Ensure all attendance data is entered into the Management Information System (MIS) including for visit and other off-site activities.
- Maintain attendance data on the MIS system, including ensuring absences are recorded correctly in accordance with the Department for Education codes.
- 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.
- Communicate with parents/carers regarding attendance and keep records of calls made, reasons for absence, offering support and challenge where appropriate.
- Create and send appropriate correspondence to parents/carers regarding absence and attendance.
- Provide data on attendance to colleagues including SLT
- Undertake home visits
- Work collaboratively with staff and other relevant professionals and provide information about students as appropriate.
- Explore and implement reintegration strategies under the direction of appropriate named staff.
- Contribute as appropriate to meetings with professionals and external agencies and provide relevant information (e.g. to support early help plans).
- 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.
- Assist with the supervision of students outside of lesson times including undertaking a lunch duty.
- Accompany and supervise students on educational visits and out of school activities as required.

- Participate in the emergency first aid rota in school (appropriate training will be arranged).
- 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 Monkwearmouth Academy, it must be accepted that, as TCAT and Monkwearmouth Academy'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.