

Job Description

Directorate:	Children's Services	
Division	School	
Post Title	Attendance Officer JJ289	
Evaluation	453 Points	Grade: N5
Responsible to	Head Teacher	
Responsible for	N/A	
Job Purpose	To work with children, parents and carers to improve attendance and achievement.	

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To promote good attendance and support children, parents and carers in achieving this.
2. Provide regular updates for staff on student attendance with targets and strategies for improvement.
3. To undertake home visits under the direction of the Director of Student Welfare.
4. To provide information for meetings with parents of students with low levels of attendance.
5. To liaise with year teams and teaching departments to provide work for relevant students during periods of absence.
6. To monitor attendance patterns of a targeted group of students.
7. To share information with relevant parties about intervention strategies, their impact, the outcome of such interventions, and the students they are working with.
8. To explore and implement appropriate reintegration strategies under the direction of the Director of Student Welfare.
9. To monitor students on reintegration programmes.
10. To input attendance data and generate attendance data reports.
11. Produce and interpret statistical data relating to attendance patterns.

12. Make contact with feeder primary school and gain any relevant information about the attendance records of new students.
13. Liaise with Education Welfare and other support services to improve attendance rates.
14. To promote and implement the School's Equality Policy in all aspects of employment and service delivery.