



JOB DESCRIPTION

JOB DETAILS

Job Title: Attendance Officer

Accountable To: Assistant Headteacher

JOB PURPOSE

To promote, in conjunction with other key school staff, excellent attendance, reduce levels of absence and work with students and families to promote high levels of attendance.

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. Hold regular meetings with Heads of House and other members of the pastoral team to consider attendance and ensure the appropriate attendance stages are followed including the preparation of appropriate letters in relation to attendance.
6. To undertake home visits under the direction of the Assistant Headteacher.
7. Follow statutory and/or local procedures to deal with unauthorised absences in term time or where attendance falls below acceptable levels, is a cause for concern or when a child becomes missing from education. This includes the preparation of required documentation for statutory attendance referrals.
8. Ensure all legally required attendance documentation is processed.
9. Advise and support the academy in the implementation of School Attendance Regulations and in the use of attendance statistics for the monitoring and management of school attendance.

10. Meet with students and their families where attendance and/or punctuality is a concern and formulate individual plans to improve attendance/punctuality.
11. Ensure students who are absent for prolonged periods receive regular and relevant work
12. Monitor the attendance of students attending alternative provision.
13. Liaise with the Local Authority's statutory team and other support services to improve attendance rates.
14. To support multi-agency processes including liaising with other partners where appropriate, where attendance is an issue or at risk of becoming an issue.
15. Develop individual strategies and programmes of support, including the provision of mentoring, to effect improvements in the engagement, attendance and/or attitudes to learning with identified cohorts.
16. Work as part of the whole school team and contribute to the achievement of the academy in respect of ensuring improved outcomes for students and families with regard to attendance at and engagement with school.
17. To contact feeder primary schools to gain any relevant information about the attendance records of new students.
18. Maintain accurate records of communications with parents/carers and evidence of relevant interventions.
19. Keep up to date with developments in local and national guidance related to improving school attendance.
20. Support the daily supervision of students in unstructured times.
21. 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 Walker Riverside Academy, it must be accepted that, as TCAT and Walker Riverside 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.