Address: Suite 2, 3rd Floor, St Nicholas Building,
St Nicholas Street, Newcastle upon Tyne, NE1 1RF
Telephone: 0191 662 2400 **Email:** info@laidlawschoolstrust.com
Website: www.laidlawschoolstrust.co.uk

JOB DESCRIPTION

Post title:	**Attendance Officer**
Academy:	**Wearside Cluster**
	(primarily based at Oxclose Community Academy)
Reporting to:	**Attendance Lead**
Salary/Pay range:	**NJC SCP 12-17 £29,542 - £32,046 FTE**
	(Actual £25,489 - £28,275)
Hours of work:	**37 hours per week, term time only plus 5 Inset Days**

Purpose of Job

Good attendance is essential to academic success, pupil wellbeing and successful progression to the next steps in education. When attendance is high, we know that our students have improved life chances and make more progress academically and socially.

The Attendance Officer supports a culture of high expectations by addressing poor attendance and ensuring that students attend school. All students' attendance should surpass national average attendance benchmarks with clear monitoring procedures in place. The Attendance Officer will work with students, staff and parents/carers to manage challenging student behaviour associated with poor attendance.

A key aspect of this role is visiting students and their parents/carers in their homes; where necessary, this may involve collecting students and bringing them in to school. The postholder will require a full clean driving licence and access to their own vehicle, with business insurance, is desirable. The post holder will also work with key staff members to develop appropriate induction and support for students who are reluctant to attend school and/or need support to engage with learning.

Main Duties and Responsibilities

- Adhere to policies, procedures and strategies to promote positive attendance and punctuality for all students.
- Ensure robust application of the Academy's first day of absence procedures.
- Ensure that students and parents are aware of the impact of poor attendance on learning and progress.
- Work with parents/carers to promote good attendance and punctuality.
- Identify where there are concerns about students' attendance and ensure that appropriate action is taken.
- Visit students and their parents/carers in their homes to identify reasons for poor attendance and agree a course of action to improve attendance.

LAIDLAW SCHOOLS TRUST

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- Support parents/carers to access support for their child's learning from other services.
- Implement strategies to raise awareness within the community of the importance of school attendance.
- Implement strategies to promote good attendance through the effective use of rewards.
- Liaise with the Exams Officer to ensure that any students missing from exams are contacted or collected where required.
- Work with appropriate agencies/partners to support and follow up concerns about attendance, to develop support programmes for identified students.
- Manage and monitor the implementation of the school's registration system for every teaching session as well as morning and afternoon statutory registration.
- Analyse data with regards to target setting, tracking and monitoring students' attendance and punctuality.
- Complete legal referrals for parents who are not meeting their legal obligation to send their child to academy every day.
- Maintain accurate records of all significant interaction, intervention or contact with individual students, their parents/carers, colleagues and any external agencies using academy agreed systems.
- In conjunction with the relevant Year Manager and AP lead, monitor the attendance of students at offsite provisions and take action to improve attendance where necessary.
- Create case studies for students where there has been significant improvement, this can be beneficial in terms of evaluating impact and giving praise/feedback to individual students/families.
- Be fully aware of and carry out work in line with Child Protection Procedures. This may involve attending case conferences and strategy meetings, core groups or other meetings in relation to child protection cases.

Other duties

- Carry out any other duties in accordance with the expectations of an Attendance Officer at the reasonable request of the Attendance Lead.
- Ensure that the area of work complies with legislation relating to health and safety, and observe and implement specific responsibilities in relation to these matters as detailed within the Trust's policy.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.
- Be aware and familiar with policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action in accordance with policies and Keeping Children Safe in Education where required.