

The Philip Morant School & College
JOB DESCRIPTION

Title of Post: Attendance Officer

Band: 4M

Responsible to: Assistant Principal (Pastoral)

Purpose of Job: To develop systems that will enable the school to improve on the base figures on attendance and truancy as set by the Government.

Main Duties and Responsibilities:

- To develop and implement a system that contacts all students on first day of absence.
- To ensure the school system of registration is correctly administered and to report on the quality of registers.
- To produce regular updates for Senior Staff on students' attendance with targets and strategies for improvement.
- To produce and interpret statistical data relating to attendance patterns of groups within the school.
- To liaise with Senior Staff and the EWO and other support services to improve attendance rates.
- To prepare paperwork for penalty notices and liaise with outside agencies.
- To conduct School Attendance Plan meetings (SAPs) with students and School Attendance Meetings (SAMs) with parents/students. To ensure correct paperwork is completed and filed for any such meetings.
- To ensure that those on roll but on managed moves are monitored for attendance. Daily contact to be made by sending school to receiving school
- To ensure that those on 'dual roll' are registered and passed on to attendance administrator.
- To make contact with previous schools to gain any relevant information about the attendance records of new students. To contribute to the development and implementation of school policies on attendance related issues. Keep up to date with current technology and assist in the training of staff in attendance and registration issues and to work with new and supply staff to ensure that the academy system of registration is adhered to.
- To be the first contact for all attendance concerns in school.
- To develop, in consultation with Senior Staff, a reward system in relation to attendance.
- To work with new and supply staff to ensure that the school registration is adhered to.
- To liaise with partner primary schools to gain relevant information about the attendance records of new students.
- To provide support and advice for students returning to school after a long absence.
- Recording all planned student absences, including lesson absences and exclusions.
- Checking attendance in lessons in each period and emailing staff as appropriate.
- Recording absences notified by parents.
- To be responsible for organising a daily check on children at risk from truanting.
- To initiate and carry out periodical post truancy registration truancy checks.
- To undertake Emergency First Aid at Work training and occasionally cover for the Health & Welfare Officer.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.

- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- To support the learning culture and ethos of the school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The above duties are neither exclusive nor exhaustive and the post holder may be required by the Line Manager to carry out appropriate duties within the context of the job, skills and grade.

Working Pattern for this post:

37 hours per week (between 7.45 am – 4.15 pm Monday – Friday)

39 working weeks per year (term time + INSET)

PERSON SPECIFICATION

ATTENDANCE OFFICER

GENERAL HEADING	DETAIL	EXAMPLES
Qualifications & Experience	Specific qualifications and experience	NVQ 3 or equivalent qualification/experience Experience of working with Attendance 6, SIMS.net IT packages
	Knowledge of relevant policies and procedures	Good knowledge of appropriate procedures, regulations and guidance
	Literacy	Good Literacy skills
	Numeracy	Good Numeracy skills
	Technology	Good working knowledge of ICT to support learning and for administrative/organisational effectiveness Ability to use basic office technology including photocopier
Communication	Written	Ability to write reports, letters, complete returns etc Ability to produce relevant data as required
	Verbal	Ability to use clear language to communicate information unambiguously Ability to communicate effectively with others, including students, colleagues, parents/carers, outside agencies
	Languages	Use initiative to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate clearly with adults/children
Working with children	Behaviour Management	Ability to implement the school's behaviour management policy to ensure appropriate conduct and behaviour of students whilst in school

	SEN	Ability to understand and support children with difficulties or disabilities
	Curriculum	Good understanding of the learning experience provided by the school
	Child Development	Awareness and understanding of child development
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Establish effective relationships with others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to work effectively with a range of adults Ability to make a distinctive contribution to the work of a team Ability to work independently
	Information	Ability to provide timely and accurate information Contribute to the development and implementation of effective systems to share and safeguard information
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Time Management	Ability to manage own time effectively Ability to meet deadlines Ability to work accurately with attention to detail
	Creativity	Ability to follow instructions accurately Ability to deal with unexpected problems Demonstrate a creative approach to work, as required by the role
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Safeguarding	Understand and implement Safeguarding procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	Training and Development	Demonstrate a clear commitment to develop and learn in the role