

## **JOB DESCRIPTION**

<b>Post title:</b>	<b>Attendance Officer</b>
<b>Academy:</b>	<b>Academy 360</b>
<b>Reporting to:</b>	<b>Principal</b>
<b>Salary/Pay range:</b>	<b>£18,000-£20,000 (pro rata)</b>
<b>Hours of work:</b>	<b>Full Time</b>

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### **Purpose of Job**

An Attendance Officer must support 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 be responsible for implementing and monitoring the Academy's Attendance Policy within the school and for promoting positive attendance and punctuality amongst all students. In addition, the successful applicant will work with students, staff and parents/carers to manage challenging student behaviour associated with poor attendance.

### **Main Duties and Responsibilities**

- 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 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
- Lead and implement policies, procedures and strategies to promote positive attendance and punctuality for all students.
- 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
- Support parents/carers to access support for their child's learning from other services.
- Work directly with students with poor attendance and/or punctuality in a variety of settings including one to one, small group and in class support as well as in "off site" situations. This will include planned provision as well as responding to situations that might arise on a day to day basis
- Work with appropriate agencies/partners to support and follow up concerns about attendance, to develop support programmes for identified students
- Where appropriate, support, manage and provide training for other colleagues in implementing the Academy Attendance Policy
- 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

- Ensure that analysis of attendance and response to issues is updated every week and reported to the Principal

#### **Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- 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

#### **Safeguarding**

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2018 where required