 

**JOB DESCRIPTION**

**JOB DETAILS**

**Job Title: Attendance Officer**

**Grade: UTC Grade 1 full time equivalent £17,842 - £20,493**

**Accountable To: Director of Pastoral Care**

**JOB PURPOSE**

To work with children, parents and carers to improve attendance and achievement.

**KEY RESULT AREAS**

1. To work with teachers, members of support staff and multi-agency teams to develop and implement strategies to improve attendance.

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. To undertake home visits under the direction of the Director of Pastoral Care and the Principal.

5. To provide information for meetings with parents/carers of students with low levels of attendance.

6. To input attendance data and generate attendance data reports.

7. To work as part of the whole UTC team and contribute to the achievement of the UTC in respect of ensuring improved outcomes for students and families with regard to attendance at and engagement with school.

8. To use professional skills and knowledge to develop effective relationships with children and families, school colleagues and other partners.

9. To produce and interpret statistical data relating to attendance patterns of individual students and groups within the UTC, and to provide, half termly updates for staff e.g. pastoral team and Senior Leadership Team on school attendance.

10. Liaise with the relevant Local Authority’s statutory team and other support services to improve attendance rates.

11. To support multi-agency processes including liaising with other partners where appropriate, where attendance is an issue or at risk of becoming an issue.

12. To undertake home visits where necessary.

13. To support with the development and implementation of plans to support students to return to school following absences to enable a sustained return to school.

**VARIATION IN THE ROLE**

Given the dynamic nature of the role and structure of North East Futures UTC and Tyne Coast Academy Trust, it must be accepted that, as 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**

Tyne Coast Academy Trust is committed to equality and diversity for all members of society. The trust will take action to discharge this responsibility but many of the actions will rely on individual staff members at the academy embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the academy trust’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 the trust 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 the academy trust can improve its practice on Equality and Diversity, please contact the Deputy Chief Executive.

**HEALTH AND SAFETY**

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with the academy trust 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 the academy and safety policies in respect to their specific duties and responsibilities.

**LEARNING & DEVELOPMENT**

All staff are required to participate fully in the academy trust Learning & Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

**COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS**

The academy trust is committed to safeguarding and the prevent duty. Ensuring safeguarding arrangements to protect children, young people and vulnerable groups meet all statutory and other government requirements, promote their welfare and prevent radicalisation and extremism. The academy trust expects all staff and volunteers to share this commitment.