



## **Job Description**

<b>Job Title:</b>	Attendance Officer
<b>Location:</b>	Unity City Academy
<b>Hours of work:</b>	37
<b>Reports to:</b>	Lead Professional for Behaviour and Attendance

## **Purpose of the Role:**

The post holder will lead on Attendance, carrying out and co-ordinating the administration of Attendance to improve attendance rates and achieve the highest standard of educational achievement possible.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

## **Responsibilities:**

- To manage and report on formal correspondence including those in conjunction with Education Welfare Service (EWS); Attendance and Truancy letters, Fixed Penalty Notices for Truancy and Unauthorised leave of absence.
- To initiate appropriate legal action with EWS to ensure the Academy is carrying out its statutory responsibility in respect of students. This will include preparing statements, attending and presenting evidence or request the issuing of penalty notice fines or other legal sanctions and Early Help referrals.
- To comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To collaboratively work with colleagues to increase attendance and reduce the number of PA (Persistent Attendance), lateness numbers in the academy.
- To coordinate, lead and participate in regular attendance meetings.
- To maintain constructive relationships with parents/carers when exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to academy and community links.
- To make unsupervised contacts with families in response to absence and as part of legal attendance processes i.e. home visits and/or meetings in the academy.
- To assist in the development, implantation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems etc.
- To monitor the attendance of students at risk for truanting, liaising with parents and colleagues to improve attendance rates.
- To be responsible for organising a daily check on students at risk from truanting.
- To collate absence returns and be able to robustly identify where each absent student is everyday.
- To register students if they arrive late for registration.
- To initiate and carry out periodical post registration truancy checks.
- To ensure that the Academy system of registration is correctly administered.
- To produce regular updates on student attendance for student support leaders and directors of learning.
- To produce and interpret statistical data relating to attendance patterns of groups within the Academy.
- To liaise with parents, staff, Educational Welfare Service (EWS) and other support services to improve attendance rates.



- To be the first contact for all attendance concerns for the students you are allocated.
- To conduct daily home visits to challenge absence
- To participate in the development of the school reward system in relation to attendance.
- To keep up to date with current technology.
- To work with new and supply staff to ensure that the Academy system of registration is adhered to.
- To meet regularly with Directors of Learning, Student Support Leaders and Senior Leaders to address issues of attendance and punctuality, discuss attendance codes, missing students and agreeing case load allocations.
- To oversee the morning signing in process in Reception, instigating a range of interventions to reduce frequency. Support and hold pastoral detentions involving absence and punctuality
- To ensure that confidential documentation is appropriately managed and stored.
- To manage the administration and entry/exit protocols of admissions and leavers.
- To coordinate legal meetings and review.
- To make contact with former schools to gain any relevant information about the attendance records of new arrivals.
- To administer attendance codes in SIMS
- To receive contact from parents regarding absence
- To make contact with parents of students who are absent from the academy.
- To send correspondence regarding attendance, including holidays.
- To administer referrals to EWS.
- To prepare attendance display boards.
- Other administrative duties, including minute taking.

### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.



## Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.



**Person Specification**

**Job Title:** Attendance Officer

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>● GCSE in Maths and English – Grade A – C or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>● First Aid training or willingness to undertake appointed person certificate in First Aid</li> <li>● Safeguarding (Child Protection) training</li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>● Excellent ICT skills including experience of using Microsoft Office e.g. Word/Excel and use of emails and sending attachments.</li> <li>● Ability to relate well to children and adults</li> <li>● Ability to work effectively within a team environment</li> <li>● Ability to promote a positive ethos and role model positive attributes Excellent communication skills</li> <li>● Excellent literacy and ICT skills</li> </ul>	<ul style="list-style-type: none"> <li>· Experience of working in a customer facing role</li> <li>· Experience of Student Attendance Management in education</li> <li>· Experience of using appropriate MIS systems e.g. SIMS</li> </ul> <p>Experience of using google platforms</p> <ul style="list-style-type: none"> <li>· Recent and relevant experience of working with children within an education setting, within a specified age range/subject area</li> </ul>



		<ul style="list-style-type: none"> <li>• Ability to maintain confidentiality</li> <li>• Ability to manage challenging situations appropriately and confidently</li> </ul>	Experience of working in a school environment
<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	•
	Forward and strategic planning	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	•
	Budget (size and responsibilities)	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	•
	Abilities	<ul style="list-style-type: none"> <li>• Ability to follow verbal instructions</li> <li>• Ability to organise, prioritise and work on own initiative</li> <li>• Ability to communicate effectively and sensitively with other members of the team and Academy staff</li> <li>• Ability to work independently and within a team</li> <li>• Ability to recognise sensitive information and</li> </ul>	•





		maintain confidentially	
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>• Positive work ethic</li> <li>• Reliability and punctuality</li> <li>• Consistently carry out duties to a high standard</li> <li>• Continuous Professional Development – commitment to increasing own learning and development.</li> </ul>	
	Values	<ul style="list-style-type: none"> <li>• Ability to demonstrate, understand and apply our values               <ul style="list-style-type: none"> <li>○ Be unusually brave</li> <li>○ Discover what's possible</li> <li>○ Push the limits</li> <li>○ Be big hearted</li> </ul> </li> </ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>• Right to work in the UK</li> <li>• Evidence of a commitment to promoting the welfare and safeguarding of</li> </ul>	•





		children and young people	
--	--	------------------------------	--

