



Job Description

Assistant Attendance Officer

Responsible to: Attendance Officer

Salary: SCP 12

Overall Objectives of the Post:

To be an integral part of maintaining and improving attendance across the school. To promote and enhance the teaching and learning, safeguarding and pastoral care of our students by carrying out the duties of the role in conjunction with other staff and external agencies, whilst being mindful of the need for professionalism and confidentiality.

Key Tasks of the Post:

1. Assisting in the administration of attendance

Support the Attendance Officer with attendance throughout the school, including:

- Ensuring that registers are taken accurately and promptly each lesson and taking any necessary follow up action on any authorised marks with a quick investigation and correction as appropriate.
- Liaising and co-ordinating first day calling and supporting the process for penalties, fines, and court process.
- Working proactively with staff, parents/carers, and external agencies to support students.

2. Assisting in positive attendance measures

- Encourage and help maintain high punctuality standards by accurately recording late data and being proactive with deterrents including proactively organising late detentions.
- Work collaboratively with the Attendance Officer to proactively help remove obstacles to attendance and to have a positive impact upon cases of poor attendance.
- Help raise general awareness of the importance of good attendance and the impact this has on positive outcomes for students.
- Support the Attendance Officer by attending meetings with parents/carers to encourage and support students who are struggling with their poor attendance.

- Work collaboratively with colleagues across the school with the aim to improve the attendance of students, including attending meetings with Pastoral Staff.
- Participate in home visits, as required, to encourage better attendance by our students.
- Assist the Attendance Officer in liaising with the Local Authority where it is necessary to refer families.

3. Administrative support

- Support the Attendance Officer with appropriate administration tasks when necessary.
- Assist in maintaining an effective record keeping system, which enables data to be retrieved and analysed in relation to attendance and any support given.

4. All employees have a responsibility

- To undertake training and development as required and to assist, where appropriate and necessary, with the training and development of colleagues.
- For their own and others' health and safety, and for adhering to guidelines for the safeguarding of children.
- To be an ambassador the school.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All Employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others health and safety. The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.