

<b>Profile Title and Grade</b>	
Attendance Officer Band 10 37 hours 195 days	<b>JOB ID</b>
<b>Reporting to</b>	
Deputy Headteacher	
<b>Purpose of the role</b>	
To lead on reducing absence and improving school attendance	
<b>Responsibilities</b>	
The Post Holder will:	
<ul style="list-style-type: none"> <li>• Assist in delivering pastoral and attendance support to pupils by recording, monitoring and analysing attendance data and records</li> <li>• Promote good attendance inside and outside of school using a variety of methods</li> <li>• Collaboratively work to reduce the number of persistent absences and lateness numbers in school</li> <li>• To keep appropriate staff up to date with information</li> <li>• To attend and participate in regular meetings</li> <li>• To maintain productive working relationships with pupils, acting as a role model</li> <li>• To provide feedback to staff, parents and students in relation to attendance</li> <li>• 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 school and community links</li> <li>• To make unsupervised contact with families in response to allocated referrals i.e. home visits and/or meetings in school</li> <li>• To assist in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems etc.</li> <li>• To comply with 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</li> <li>• To effectively and proactively resolve all issues arising from attendance and in a timely manner continuously analyse data and patterns in relation to absence</li> <li>• To contribute to the Christian ethos/work/aims of the school</li> <li>• To maintain and update all necessary records using manual and computerised systems, compiling returns as appropriate</li> <li>• To update attendance records</li> <li>• Ensure am and pm registers are printed out for fire drills/evacuations</li> <li>• Record Parent/Carer Absence calls and ensure that reason for absence and any other additional information is fully documented</li> <li>• Make phone call on first day of absence and send absence messages via School Cal by 9.30am</li> <li>• Record and file medical letters and provide updates as needed</li> <li>• Administration of SIMS and Go4Schools in ensuring registers are completed satisfactorily and exclusions are accurately entered into systems</li> <li>• Email staff who have not completed their registers and any repeated non completion of registers is referred to line manager and SMT</li> <li>• Manage distribution and collation of Holiday Absence requests</li> <li>• Update attendance notice board with attendance figures</li> <li>• Generate daily, weekly and yearly attendance data and create year group comparisons and previous year comparisons from data</li> <li>• Link with Admissions Officer maintaining Student Mobility Data adding and deleting students from role as appropriate</li> </ul>	

- Print absence sheets and put in register for teachers to challenge students and communicate through absence letters to parents and carers
- Meet LA Attendance Officer to discuss referral cases
- Provide KPI figures
- Produce and attendance board and promotional material for Parents/Open Evening
- Liaise with Year Leaders with responsibility for transition for KS2 to KS3 and KS3 to KS4 to ensure accurate attendance records/information is passed on.

#### Other

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
- Within a responsibility of a duty of care, comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.