



Job Description

Job Title:		Attendance Officer			
School:		Benfield School			
JE Code:	A4420	Evaluation:	453 points	Grade:	N5
Date:	September 2019		Status:	Final	
Responsible to:		Lead Professional – Attendance and Behaviour			
Responsible for:		N/A			
Job purpose:		To contribute to improving whole school attendance outcomes, including reducing the level of persistent absence, specifically by: <ul style="list-style-type: none">• undertaking the role of Attendance Officer for Years 10 and 11 in liaison with the Year Leader; and• providing support to the Year Leaders for Years 7-9 by pursuing legal measures to ensure learners get a full-time education.			

Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Work in collaboration with senior leaders and the attendance, behaviour and welfare team to develop and implement trust/school policies and interventions that promote good attendance and punctuality.
2. Support learners and their parents/carers with interventions to improve attendance and punctuality (e.g. establishing routines) and signpost to other services (e.g. welfare, external agencies).
3. Deliver mentoring to identified persistent absentee and disadvantaged learners.
4. Carry out home visits under the direction of appropriate named staff.
5. Provide regular updates and share information with relevant parties about attendance intervention strategies, targets and outcomes for identified learners.
6. Explore and implement reintegration strategies under the direction of appropriate named staff.
7. Maintain records, input attendance data, generate and interpret attendance data reports and monitor attendance patterns of target groups of pupils.

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8. Establish contact with other schools/external agencies to gather relevant information about the attendance records of new admits.
9. Liaise with school and trust welfare staff and other support services to ensure appropriate issues are escalated (e.g. safeguarding concerns) and there is a co-ordinated approach to attendance issues across the trust.
10. Contribute as appropriate to meetings with professionals and external agencies and provide relevant information (e.g. to support early help plans and the team around the family).
11. Where appropriate, follow procedures to initiate the legal process to fine/prosecute parents where they fail to ensure a student's regular attendance at school.
12. Undertake exam or assessment invigilation where required.

Trust responsibilities

1. Work to fulfil the vision and values of the trust.
2. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
3. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
4. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
5. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
6. Participate in appraisal, training and development and other activities that contribute to performance management.
7. Attend and participate in regular team and 1:1 meetings.

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