



Job Description

ATTENDANCE OFFICER

Full-Time/Annualised Hours plus Inset Days

Permanent Position

Reporting to:	Deputy Head, Senior Leadership Team
Purpose:	Promote a whole school approach to attendance and devise strategies and action plans for pupils whose attendance is falling.
Areas of Responsibility:	<ol style="list-style-type: none"> 1. Analyse attendance information and data alongside punctuality through partnership with the Data Manager and SIMS lead. Identify and work with pupils who have poor attendance or are at risk of developing poor attendance. 2. Check first day response calls are taking place and acting promptly and fully. Report to SLT when admin processes are not fulfilling this requirement. 3. Follow up lack of response to first day contact and other contacts by home visiting or meeting parent/carers in school. 4. Support the attendance team, working with parents and carers to improve attendance and punctuality and where necessary, conduct home visits and welfare checks. 5. Identify with Deputy Head targeted cohorts (in and round PA boundary). Work with parents, including school and home meetings. 6. Work closely with Student Support Managers to have greatest impact. 7. To work in conjunction with the attendance and Welfare Officer. 8. Work with SENDCO and PP Coordinator on linking attendance to achievement and attainment, including links with specific SEND needs. 9. Work in partnership with external agencies to support attendance initiatives, campaigns, parental responsibility measures and school attendance and exclusion sweeps. 10. Support the Attendance and Welfare Office in the identification of alternative provision for pupils with persistent absence. 11. Prepare reports on attendance for the senior leadership team and governing body; ensure maintenance of accurate and factual records which could be used in evidence in legal interventions. 12. Raise profile of Attendance and Punctuality across the school with pupils, parents and all stakeholders through positive rewards, clear messages home and profile within school. 13. Process and manage holiday requests alongside Student Support Managers.

Whole School:	<ol style="list-style-type: none"> 1. Cover for Student Support Managers and Education Welfare Officer. 2. Assist with maintaining and collating pupil reports. 3. Maintain manual and computerised records and management information systems. 4. Support school trips. 5. Manage caseloads and maintain casework documentation. 6. Prepare bids for multi-agency support. 7. To contribute to the distinctive Catholic ethos of the school, as laid down in its Mission Statement in all areas of contact and responsibility, in relationships with staff and pupils. 8. To support and follow the policies and procedures set out on the Staff Pages of the school website and as directed by the Governing Body. 9. To participate fully in the school's performance management system for support staff.
Working Time:	<p>Full-Time Annualised hours contract to include working all inset days.</p>
Salary/Grade:	<p>NJC Scale 6, Point 19 – 12 £29,777 TO £31,364 full time equivalent Annualised hours contract to include working all inset days.</p>
Disclosure level:	Enhanced

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signature of post holder: _____

Date: _____