

Job Profile

Thomas Alleyne's High School				
Job Number	Post Title	Grade	Points	Date
A6775 (formerly C1347)	Attendance Officer	Grade 4	367 NJC	April 2008

Statement of Purpose

To work under the direction and guidance of senior staff to support pupils with attendance and truancy issues and to provide general administrative support to the school in relation to attendance and truancy.

Support to Pupils

Main Responsibilities

- Supporting parents and students in crisis, liaising with identified personnel.
- Adjusting pupil timetables in conjunction with the pastoral team

Support to Organisation

- Be the first point of contact for matters relating to attendance and punctuality in the school.
- To discuss reasons for absence with parents/carers, offering support and challenge where appropriate.
- Follow the school Attendance Policy, following up on any absence liaising with parents, including first day calling.
- To ensure the completion of all registers by all staff is prompt and accurate.
- Ensure all registers are completed on Arbor and no missing marks or unexplained absences remain, raising immediate issues with SLT.
- To produce and send out appropriate correspondence to parents/carers regarding absence and attendance.
- To liaise with a range of agencies in order to implement attendance policies e.g EWO, Local Authority
- Liaise with the EWO, producing reports and providing copies to the HOH / AHT / DH

Administrative Support

- Run weekly report for HOH / AHT / DH and issue letters to parents as required.
- To ensure systems for students signing in and out of school is monitored and adhered to.
- Assist with attendance related administration which may include:
- Monitor attendance issues and refer cases to PWO / HOH / SLT when required, assisting with the identification of students who will receive support in improving their attendance.
- Run daily reports for both 'am' and 'pm' registrations, identifying and addressing issues.
- To process leave of absence requests and other letters to parents/carers.
- Input attendance data on Arbor, including relevant information i.e. exams, trips, sporting events and keep staff updated where necessary.
- To process referrals for Fixed Penalty Notices as required.

- Maintain accurate records of parental meetings, home visits and actions proposed to support the work of the Pastoral Team and to support the preparation of cases for further action.
- To assist and check records prior to the Census to ensure school attendance is accurate and up to date and print and file official registers.
- To publicise attendance information through a variety of channels – website, VMG, newsletter, etc.

Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. Monitor attendance of vulnerable groups of students (carrying out post registration checks) and liaise with staff in the Pastoral and SEND teams

People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Essential Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> • Previous experience of working in a secondary / high school setting and/or attendance experience (desirable) • The successful candidate will have a proven track record of providing an effective and efficient administration work. 	<p>AF/I</p>
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • NVQ Level 2 in Business and Administration or equivalent in relevant discipline. • Good literacy and numeracy skills 	<p>AF/I</p>
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Organisational skills. • Planning and prioritising • Methodical with a good attention to detail • The ability to remain calm under pressure. • Motivated. • Stakeholder focused. • Confidential approach is essential. • Ability to work as part of a team and on own initiative. • Computer skills advantageous (full training will be given on the school MIS. • Previous use of Arbor would be an advantage • Ability to interpret and apply relevant policy / codes of practice and awareness of relevant legislation. 	<p>AF/I</p>
<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Stakeholder focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving 	<p>AF/I</p>

<p>expectations.</p> <ul style="list-style-type: none"> • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. <p>Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new</p>	
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Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***