

Job Description



ATTENDANCE OFFICER

Reports to:	SLT
Salary/Grade:	Scale 4 Point 8 - 11
Hours/Weeks	37 hours per week - 39 weeks a year (term time + 5 PD days)
Job Purpose:	To improve attendance across the school

KEY ACCOUNTABILITIES AND RESPONSIBILITIES:

Attendance -

- To be the first point of contact for attendance concerns.
- Ensure registers are completed by form tutors and inform Year Leaders when issues arise.
- Identify students whose attendance and/or punctuality is a cause for concern and inform Year Leaders, implementing any strategies agreed.
- Provide Year Leaders, form tutors and other identified staff with data on attendance as required, including a weekly information sheet for form tutors showing their tutees attendance percentage up to the end of the previous week.
- As required, produce information on attendance to support the implementation of the Academy's Rewards Policy.
- Ensure that 'First Day' calls are carried out for all students absent from Academy for whom a reason has not been provided.
- Send attendance and punctuality concern letters on a weekly basis, liaising with Year Leaders.
- Maintain the Persistent Absentee (PA) student database.
- Contact parents with regard to concerns about a student's attendance/punctuality.
- Keep the Head of KS4 updated with attendance issues.
- Deal with SLT and KS3 emergency evacuation registers
- Conduct daily home visits to strengthen home to school links and support improvements in attendance.

Lesson registration -

- Every morning and afternoon monitor lesson registers completed on Arbor to identify students who are truanting post registration or who have failed to sign in.
- Monitor the completion of lesson registers by staff and email staff who have not completed registers.
- Keep Arbor updated with students signing in and out
- Monitor and update Arbor with alternative education and red TT students
- Ensure registers on Arbor are up to date and no missing marks.

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Meetings -

- Attend meetings with SLT and Year Leaders to discuss actions to be taken with regard to students with attendance concerns.
- Hold Academy Attendance Meetings with parents and students as required.
- Carry out appropriate follow-up actions resulting from AAMs.
- Make home visits.

Professional Development

- Participate in the Academy's Performance Management Programme.
- Undertake appropriate professional development.

Staff Meetings

- Participate in meetings and Professional Development activities at the Academy.

Essential

- Must have a clean driving licence and your own vehicle.

Additional Duties

As a member of staff working in a school setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of staff.

To undertake duties as a member of staff in a school that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.

To carry out such other duties which may be required from time to time, within the grading of the post.

Professional Behaviour

- To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels.
- To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate.
- To be friendly, helpful and welcoming to parents/carers and others visiting or making contact with the school.
- To provide a good role model for students and staff.
- To support and uphold the aims, values and ethos of the school.
- To develop a relationship with students which is professional, firm, fair, caring and friendly, and based upon mutual respect.
- To maintain an appropriate and professional distance with students in more informal situations.
- Use the school's positive behaviour policy to deal with student behaviour in a manner which is appropriate to the context.
- To celebrate and praise the achievements of staff and students.
- To deal with students in a manner which conveys mutual respect.
- Not to behave towards students in a manner which is aggressive, intimidating or demeaning in any way.
- Be smartly and professionally dressed.

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Miscellaneous

- To continue personal development as agreed at performance review meetings.
- To engage actively in the performance review process.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To comply with safeguarding policies at all times
- To show a record of excellent attendance and punctuality.
- The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the post holder to undertake this new/varied work.

Penrose Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

It is impossible to define clearly the exact nature of any job in a school. Therefore, the purpose of this job description is to outline the main duties that have to be fulfilled. When there is an emergency or in times of difficulty, absence or sickness, it is necessary to take on a variety of tasks and responsibilities regardless of job description under the direction of the Principal or other nominated person.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation