



Attendance Officer - JOB DESCRIPTION

Job Description: Attendance Officer

Reporting To: Assistant Headteacher **Pay Scale:** 9 **Hours of Work:** 37

Job Purpose: To manage the day to day administration of school attendance and punctuality and to use systems to improve on baseline figures as set by the school.

Key Responsibilities:

- To promote and safeguard the welfare of children, young people and/or vulnerable adults
- To be responsible for the administration of pupils late to school, recording lateness data on the school Arbor system and producing reports of daily figures.
- Check that electronic registers have been entered and follow up missing registers with individual members of staff
- Check pupil absence and follow up using agreed systems, check on children at risk of truancy, initiate and carry out periodic truancy checks.
- Be available to staff and parents for meetings about individual pupils, provide regular updates and data as requested, including home visits.
- Liaise with key staff and other support services to improve attendance rates, keep up to date with current technology and oversee the training of staff in attendance and registration issues.
- Work with new staff to ensure that school systems of registration are adhered to and participate in the development and implementation of school reward systems in relation to attendance.
- Ensure that registration systems are developed and correctly administered and report on the quality of the registers.
- Make contact with feeder primary schools during the transition period and gain any relevant information about pupil attendance.
- Produce and interpret statistical data relating to attendance patterns of groups within the school (e.g. for parents' evening, school census etc)
- To contribute to the development and implementation of attendance and punctuality policies and procedures.
- Be the first contact for all attendance issues in the school.
- Liaise with the Education Welfare Officer, pastoral leaders and LSU Manager to track attendance and take the necessary action to promote good attendance.
- To work with identified cohorts of pupils to improve attendance and/or punctuality.
- Attend and participate in meetings as required, participate in training, other learning activities and performance development as required, assist in the supervision, training and development of staff.
- Log and keep safe mobile phones removed from pupils
- Assist with Pupil/staff and visitor inquiries
- Log and send behaviour sanctions to parents via text and email, and respond to any queries
- Follow the rewards system and issue certificates and plus points
- To produce daily, weekly and termly KPI statistics and information for the Headteachers report
- To maintain appropriate records, prepare assessments and reports; and provide statistics as required.
- Work with parents to help them understand and fulfil their responsibilities in relation to school attendance
- Liaise with all relevant agencies responsible for Pupils' welfare

Specific:

The post holder will be expected to work within the trust and schools' policies and procedures and uphold the organisation's vision. Performing other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

The key competencies and behaviours commensurate with this post are identified overleaf.

General Information:

- The job description is not intended to be a complete list of duties and responsibilities, but details the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the trust. The post holder will undertake any other duties appropriate to the remit.
- The trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.
- The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibility for Health and Safety on all employees, therefore it is expected that everyone takes reasonable care for their own health and safety and the health and safety of others.
- The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protection Regulations (GDPR) 2018, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must always be maintained and employees must work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the GDPR. Employees must protect the safety and security of information (e.g. using strong passwords, reporting breaches, and ensuring information is stored and disposed of securely).

**Ethical Leadership Qualities**

Competencies and Behaviours

Competency	We do this by
Trust	<ul style="list-style-type: none"> • Being reliable, consistent, credible, honest, humble, courageous and kind. • Managing emotions and helping others to manage their emotions. • Keeping promises and doing what you say you will do • Having a genuine interest in others
Wisdom	<ul style="list-style-type: none"> • Developing knowledge and real expertise, then sharing knowledge • Learning from mistakes and failures and admitting when we are wrong • Recruiting knowledgeable, skilled experts, learning from them, embracing their expertise and helping them to flourish. • Viewing systems, methods, models and techniques as a means to an end, removing or changing them if they prove to be ineffective.
Kindness	<ul style="list-style-type: none"> • Being kind, humble and authentic • Leading with compassion and care, listening and seeing beyond the job role to the person • Using high levels of emotional intelligence. Building trust and rapport with others, by acknowledging, empowering and elevating others.
Justice	<ul style="list-style-type: none"> • Doing what is right, rather than what is popular or easy. • Ensuring we live and breathe our sense of purpose and values in the way we behave, interact with others, make decisions and communicate. • Ensuring rules are necessary and applying them in a consistent, transparent and fair way, whilst allowing for discretion and common sense. • Valuing difference, building diverse teams and encouraging others to behave responsibly towards the community and the environment.
Service	<ul style="list-style-type: none"> • Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour • Behaving in a dutiful, conscientious way, demonstrating humility and self-control to build great schools. • Removing barriers and blockers to enable others to do their jobs well • Leaving our egos at the door and putting ourselves in the service of others. • Channel ambition into our schools, not ourselves, and developing our successors
Courage	<ul style="list-style-type: none"> • Looking in the mirror when something goes wrong. • Remaining calm, optimistic and positive in the face of adversity, adapting to changing circumstances and helping others to move forward. • Give the whole truth, the back-story and the why.
Optimism	<ul style="list-style-type: none"> • Believing in our own ability, and the ability of others, to do what is right to change the world for the better. • Calling out negativity and cynicism • Remaining positive and encouraging, despite sometimes experiencing setbacks, challenges and pressures. Helping others to maximise opportunities, overcome challenges and celebrate success.
Vision	<ul style="list-style-type: none"> • Anticipating the future and helping people ready themselves for change. Thinking strategically, researching, gathering, analysing and assessing information, seeking opportunities for organisational development. • Scan the horizon, read and research, share learning with others and collaborate to consider options, obstacles and risks. • Believing in the potential of others; helping them be the best they can be. • Quickly taking in new information and translating that into recommendations, decisions, plans and projects.