

JOB DESCRIPTION
ASSISTANT ATTENDANCE OFFICER

Scale 6 point 11-15
9am – 4.00pm Monday – Friday
Term time and 5 INSET Days – 39 weeks
Actual salary: £29,927 - £31,746

JOB PURPOSE

To be responsible for monitoring attendance and punctuality for all students in Years 7 to 13, reducing student absence and punctuality rates and analysing data to identify key areas of concern. To work closely with students, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue. It will be essential to work closely with the safeguarding team and pastoral teams to understand the barriers to attendance in order to create practical solutions to overcome them.

KEY ACCOUNTABILITIES

Responsible to the Deputy Head (Pupil Support). The Assistant Attendance Officer will work with the Attendance Officer to conduct home visits for targeted students.

Administration

- Support the attendance officer to ensure daily attendance registers are accurately completed and follow up with staff members about any incomplete data.
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures.
- Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners.
- Maintain accurate records of communications with parents/carers and relevant interventions.

Monitoring and reporting

- Produce and interpret attendance reports for school leaders and governors, identifying key statistics, reasons for absence and any patterns of concern.
- Track attendance of vulnerable groups of students and share information with school leaders.
- Identify students that need additional support to improve their attendance.
- To identify trends in attendance and punctuality and intervene appropriately making referrals to the Local Authority and other external agencies where appropriate.
- Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual students.
- Lead daily or weekly check-ins to review progress and the impact of support/interventions.
- Work with school leaders to develop and revise the school's attendance policy.
- To keep up to date with research, DfE guidance and statutory requirements in all relevant areas of the post and to provide this information to the Senior Leadership Team to inform timely changes to policy and procedures.
- Implement children missing education (CME) procedures when appropriate.

Working with parents/carers

- Coordinate meetings with students and parents/carers to implement interventions and track progress.
- Build positive relations with parents/carers to encourage family involvement in their child's attendance.
- To work collaboratively with students and parents/carers to promote attendance and punctuality among all students and to help students overcome barriers to learning.
- Identify, and where possible, mitigate potential barriers to attendance in partnership with families.
- Carry out home visits, where necessary, to address attendance concerns for individual students.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Be alert to when persistent absence becomes a safeguarding concern and early help may be required.
- Work with the designated safeguarding lead (DSL) to promote the best interests of students, including sharing concerns where necessary.
- Promote the safeguarding of all students in the school.

This job specification may be re-negotiated if the needs of the school change in the future

PERSON SPECIFICATION

CRITERIA	QUALITIES
Qualifications and training	• GCSE or equivalent level, including at least a Grade C in English and Mathematics
Experience	• Experience working in a school environment or other educational setting • Experience identifying interventions to raise attendance of pupils • Experience working directly with pupils and parents • Experience working collaboratively with colleagues • Experience analysing data and producing reports and identifying key insights
Skills and knowledge	• Good listening skills • Effective written and verbal communication skills • Up to date knowledge of key attendance related documentation and policies • Knowledge of the possible interventions to raise attendance • Knowledge of the potential barriers to high attendance that pupils may face • Ability to tailor interventions to individual pupils • Ability to use IT systems and to conduct analysis and produce reports • Good knowledge of Excel • Ability to create good relationships with pupils, staff and parents
Personal qualities	• Willingness to provide the best possible opportunities for all pupils • Organised, proactive and self-motivated • Good time management skills • Commitment to upholding and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Ability to maintain confidentiality at all times • Committed to safeguarding, equality, diversity and inclusion • Full UK driving license and access to a car