

JOB DESCRIPTION	
Job Title	Attendance Officer
Salary Scale	F
Hours of Work	37 hours per week
Weeks Worked	Term Time plus 2 weeks
Responsible to	Assistant Principal - Attendance
Location	Hewett Academy

MAIN PURPOSE OF ROLE

- To promote high levels of school attendance and punctuality
- To liaise with parents, Norfolk County Council, alternative education providers, schools and other staff to support and improve student attendance
- To provide administrative and clerical support services to a high standard, supporting management, teachers and students in an efficient, professional and effective manner
- To understand and share attendance policies, procedures and best practice from the Department for Education, Norfolk County Council and other schools

ORGANISATIONAL RELATIONSHIPS

- Responsible to the Assistant Principal, though may also be required to undertake tasks on behalf of other members of the leadership team
- Contact with members of the Attendance Team at Norfolk County Council to ensure accurate record-keeping and support of student attendance
- Direct liaison with internal pastoral, safeguarding and SEN staff to monitor attendance of students
- Direct liaison with Principal, Principal's PA, Administration Department, ICT staff and all other internal contacts as necessary.

PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES

- To update the school register throughout the day with accurate and proper attendance coding, in line with government guidance
- To support with registering students who arrive late to school and administration around this
- To liaise with teachers to ensure the prompt and accurate completion of registers throughout the school day
- To liaise with parents to understand the reasons for a students' absence
- To proactively enact parts of the Academy's attendance policy by communicating with parents and organising meetings on behalf of the Assistant Principal
- To provide administrative support for the admissions and departures of students during the academic year whether on a permanent or temporary basis
- To keep up to date with and advise the Principal, school staff and governors on current policy and procedures (e.g. Attendance Panels and FastTrack) to promote and improve attendance and punctuality and ensure consistency throughout the Academy
- To support and advise other Academy staff in the analysis, collation, and interpretation of attendance data to inform effective practice within the Academy.

- To take responsibility for detailed assessments and complete focussed individual casework with children and their families to improve attendance
- To support good attendance through mentoring and small group work with students
- To take part in formal assessment under the auspices of the Family Support Process, including taking the Lead Professional role as appropriate.
- To represent the Academy in all aspects of the multi-agency child protection process in respect of active attendance cases, i.e. by attendance at Case Conferences and participation in Core Groups.
- To take part, where necessary, in all academy aspects of the legal process, including making parents/ carers aware of their legal responsibilities
- To organise and attend Attendance Panel and Fast Track Panel meetings as required.
- To have responsibility for monitoring Attendance and Punctuality for all students attending the Academy and to liaise with key staff regarding concerns and action
- To undertake any other duties as may be required by the Principal

PERFORMANCE MANAGEMENT

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

CONTEXT

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

MISCELLANEOUS

To undertake any further tasks which could be reasonably expected by the Trust.

The Data Protection Act renders an individual liable for prosecution in the event of an unauthorised disclosure of information.

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain his/her personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equal Opportunities Policy.

This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and task, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure & Barring Service) to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Trust.

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
Qualifications		
Good basic level of education preferably including GCSE (or equivalent) in Maths and English	✓	
NVQ Level 3 in a relevant discipline or equivalent experience or higher	✓	
Experience		
Experience in working in monitoring attendance and punctuality of students.	✓	
Experience of problem solving	✓	
Skills, Knowledge		
Able to work on own initiative and with minimal supervision	✓	
Able to build good working relationships with teaching staff and build and retain the confidence of the Academy Executive Leadership Team	✓	
IT Literate		✓
Able to work under pressure	✓	
Ability to work constructively and flexibly as a part of a team	✓	
Can meet deadlines by effective planning and time management	✓	
Good communication skills, both written and spoken to internal and external customers.	✓	

This Job Description may be subject to modification or amendment at any time after consultation with the Post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the Post holder's professional responsibilities and duties.