

‘Helping every person achieve things they never thought they could’

JOB DESCRIPTION

Job Title	ATTENDANCE OFFICER
Status	PERMANENT
Pay Range	GRADE D SCP 6-11 (ACTUAL SALARY £22,989 - £24,893)
Hours of Work	37 HOURS PER WEEK – TERM TIME + 5 DAYS
Primary Purpose of the Job and	- As part of the academy attendance team provide operational and administrative support to promote whole school attendance strategies. - To support the attendance officer improve children’s attendance thereby improving their access to learning, enabling all children and young people to maximise their educational opportunities.
Responsible to	EWO
Main Duties and Responsibilities: - Apply the academy attendance and punctuality policy, including giving guidance and support to academy staff; - To assist in meeting agreed targets and outcomes in the academy; - To identify those children in need of support by reason of their absence from school; - To assist the academy to safeguard students through joint working with other agencies, arranging as appropriate. - Identify and follow academy and Local Authority procedures regarding children going missing from education; - Attend inclusion and attendance meetings and develop plans to support students with attendance related difficulties; - Understand, follow and implement procedures regarding child performance and child employment; - Attend and contribute to RAG, VRAG and Deep Support meetings as and when appropriate; - To liaise with parents regarding absence and attendance; - To maintain and evaluate systems of praise and recognition for good and improved attendance; - Check and update day-to-day management systems ensuring complete and accurate registers are taken;	

- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop;
- Have due regard for personal health and safety in the course of their duties including risk assessing home visits and other out of academy duties;
- Participate in Performance Management reviews

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Safeguarding Lead over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

This job description may be amended at any time following discussions between the Principal and the post holder and will be reviewed annually as part of the school self-review programme.

Date Job Description prepared/updated	April 2024
Job Description prepared by	Mr D Mckeon