



Job Description & Person Specification

Attendance Officer

Start date: Monday 22 February 2021

Hours: 37 hours per week | Term time only | Permanent

Salary: Grade 4 (scale point 4-6)

Penwortham Priory Academy are seeking to appoint a committed individual to join our Pastoral department.

The Attendance Officer will work to reduce levels of absence and increase punctuality and work with staff, pupils and their families to promote high levels of attendance completing any necessary referrals and liaising with outside agencies.

The successful candidate will create and maintain positive and productive relationships between home and school and work proactively with parents/carers to increase attendance levels.

Penwortham Priory Academy strives to fulfil each child's potential and provide students with a broad and balanced curriculum. If you feel you share our values and are committed to ensuring that students fulfil their potential, then we would like to hear from you.

The closing date for applications is 14 January 2021 at 12 noon.

Interviews will take place on 18 January 2021.

To apply, please complete the application form found on the school website [Job Vacancies | Penwortham Priory Academy](#). We ask that all completed applications are sent to Sue Spencer, PA to the Headteacher at s.spencer@priory.lancs.sch.uk.

For any questions regarding this role please contact Mrs Donna Crank, Assistant Headteacher at d.crank@priory.lancs.sch.uk or 01772 320250.

Please ensure that within your application you provide the names, addresses and contact details for two referees, one of whom should be your current or most recent employer.

Attendance Officer Job Description

Job title:	Attendance Officer
Grade:	Grade 4 (scale point 4-6)
Location of work:	Penwortham Priory Academy
Hours of duty:	37 hours per week, term time only
Primary purpose of the job:	To ensure that all pupils attend Penwortham Priory Academy, to reduce levels of absence and increase punctuality and to work with all pupils and their families to promote high levels of attendance across the school.

MAIN DUTIES AND RESPONSIBILITIES/ACCOUNTABILITIES

- To create and maintain positive and productive relationships between home and school in order to establish the reasons for non-attendance, make assessments and agree a plan for facilitating a return to school within specified timescales
- To work with school staff/pupils/parents and carers to identify individual problems and possible solutions
- To work with parents/carers and other agencies in improving their child's attendance
- Provide advice and support for pupils returning to school following long periods of absence
- To work proactively with parents/carers regarding home visits to reduce issues affecting attendance levels and make home visits as and when required, keeping clear and concise records of all consultations
- To monitor attendance and punctuality and follow issues promptly, keeping accurate records and data on attendance and persistent late comers
- To ensure systems for identifying and improving persistent absenteeism are correctly followed including first day contact
- To assist with the identification of pupils who will receive support in improving their attendance and produce action plans to improve attendance/punctuality in order to meet set targets
- To identify social, economic and emotional factors affecting attendance and implement support mechanisms to overcome potential barriers
- Work with the pastoral team/heads of year/heads of subject/inclusion officer/senior leadership team and other external agencies to improve attendance and complete referrals
- To arrange and attend attendance meetings with parents/carers as required
- Complete data analysis and produce written reports for on all attendance matters and provide updates for staff on pupil attendance/punctuality as and when required
- To raise awareness of attendance to staff/parents/carers on the importance of school attendance
- To monitor the attendance of all vulnerable groups of pupils (as well as individual ones) and liaise with school staff accordingly with updates
- To produce and interpret information relating to attendance patterns and analyse data to inform good practice
- To collate information with regards to attendance/punctuality of pupils who may be experiencing attendance difficulties and share with all necessary parties
- To check and remind staff where necessary to complete registers to ensure all missing marks/absences are accounted for
- To check records prior to the census and information required by Lancashire County Council to ensure school attendance is accurate and up to date
- To support and encourage punctuality/regular high attendance in order to reduce the number of persistent absentees thus ensuring the school target is met and exceeds the local and national average
- Keep up to date with current legislation, update letters in accordance with new guidelines on attendance and produce attendance certificates

- To identify the best attending/most improved attending form in each year group on a regular basis and maintain and update the attendance notice board
- Support the implementation of attendance incentive schemes, organise late detention sessions and provide information to Inclusion Officer and contribute towards the reward systems re: attendance
- To proactively and professionally support the Academy Management team in daily tasks including (but not limited to) answering the telephone and manning the main school reception desk, dealing with queries from parents, the public, school staff, and stakeholders, assisting with staff and pupil queries and other general administrative tasks.

SUPPORT FOR PENWORTHAM PRIORY ACADEMY

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall vision/ethos/culture and aims of the schools
- Attend and participate in regular attendance meetings
- Participate in training and other learning activities as and when required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.

ADDITIONAL NOTES

- This job description provides an overview of the principal accountabilities of the post and will include, but will not be limited to, those detailed. It is anticipated that the content of roles will evolve and change over time and such the balance of duties within the job description will change within the broad remit of the post. This job description does not form part of your contract of employment and will be updated from time to time in consultation with you.
- It is expected that all staff work collaboratively to share good practice, resources and ideas to realise Penwortham Priory Academy vision and aims. All staff should act with professional integrity at all times, following the Code of Conduct.

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must cooperate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

School Ethos

All employees have a responsibility to:

- contribute to the Academy's vision to be 'first choice, locally respected and nationally recognised'
- support our pledge to make Priory a school where individuals 'learn to succeed'
- contribute to the four pillars of the Academy's Strategic Development Plan – Learning & Teaching, Stakeholders (Community and Primary), Reputation (Pastoral and Academic) and Funding

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

**Attendance Officer
Person Specification**

	Essential	Desirable
Training and Qualifications		
Good general education; minimum 5 GCSEs grade A*-C (or equivalent) including English	√	
Full, clean driving license		√
Experience and Knowledge		
Experience of working with young people of primary and/or secondary age	√	
Experience of working within an administrative or pastoral role within a school setting	√	
Knowledge and awareness of legislation relating to school attendance	√	
Experience of using SIMs or similar data management system	√	
Experience of using Microsoft Excel to create reports		√
Knowledge and understanding of legislation relating to the safeguarding and protection of children	√	
Knowledge of the education system	√	
Experience of working with external agencies relating to the welfare of children		√
Experience of working in a busy office environment, with many competing priorities	√	
Skills and Personal Attributes		
Ability to work on own initiative within school protocols & procedures	√	
Excellent written and oral communication skills and the ability to communicate effectively with young people, parents/carers and external agencies	√	
Good organisation and time management skills	√	
Ability to deal with difficult situations when they arise and have challenging conversations when required	√	
Ability to develop respectful and professional relationships with students, parents/carers and colleagues	√	
Ability to adopt a flexible approach to supporting young people and their families	√	
Ability to work as part of a team and have a commitment to supporting further school improvement	√	
Ability to maintain a professional and positive manner at all times	√	
Other qualities/Requirements		
A commitment to own personal development and willingness to actively engage in the performance management process	√	
Dependable, committed and adaptable, with a flexible approach to work	√	
Ability to work collaboratively with colleagues	√	

Ability to work outside of core hours when required	√	
Willing to work evenings when required for school events	√	