

## Job Description

**Job Title:** Behaviour and Attendance Administrator

**Location:** Unity City Academy

**Hours of work:** 37, TTO Plus 5 Professional Development Days

**Reports to:** AVP Behaviour & Attendance

## Purpose of the Role:

To work collaboratively to provide support to the pastoral team within the academy with a specific focus on attendance and behaviour administration

## Responsibilities:

Duties: To support the pastoral team in delivering their duties

- To assist in organising a daily check on students at risk from truanting.
- To register students if they arrive late for registration.
- To carry out post registration truancy checks.
- To ensure that the Academy system of registration is correctly administered.
- To assist in producing regular updates on student attendance and behaviour for the extended leadership team.
- To assist in producing and interpreting statistical data relating to attendance patterns of groups within the Academy.
- To be a point of contact for all attendance and behaviour concerns in the Academy.
- To participate in the development of the school reward system in relation to attendance and behaviour.
- To keep up to date with current technology.
- To work with new and supply staff to ensure that the Academy system of registration is adhered to.
- To make contact with former schools to gain any relevant information about the attendance records of new students.
- To receive contact from parents regarding absence.
- To make contact with families as directed by the Attendance Officer i.e. home visits and/or meetings in school.
- To send correspondence regarding attendance, including holidays.
- To maintain constructive relationships with students/parents/carers when exchanging information, facilitating their support for their child's attendance, behaviour and learning and supporting home to Academy and community links.
- To administer referrals to AWO.
- To support attendance team with paperwork for legal proceedings
- To keep SOL tracker up to date
- To prepare attendance and behaviour display boards.
- To be the gatekeeper of all suspensions
- To organise return from suspension meetings
- To create behaviour and attendance data to inform tutors
- To support the pastoral team in improving punctuality across the academy
- Other administrative duties, including minute taking.

### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

### **Equality, Equity, Diversity and Inclusion**

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

**Person Specification**

**Job Title: Behaviour and Attendance Administrator**

| <b>General heading</b>      | <b>Detail</b>  | <b>Essential requirements:</b>  | <b>Desirable requirements:</b>   |
|-----------------------------|--|---|--|
| <b>Qualifications</b>       | Qualifications required for the role                 | <ul style="list-style-type: none"> <li>● GCSE in Maths and English – Grade A – C or equivalent</li> <li>● First Aid training or willingness to undertake appointed person certificate in First Aid</li> </ul>   |  |
| <b>Knowledge/Experience</b> | Specific knowledge/ experience required for the role | <ul style="list-style-type: none"> <li>● Excellent ICT skills including experience of using Microsoft Office e.g. Word/Excel and use of emails and sending attachments.</li> <li>● Excellent literacy and ICT skills</li> <li>● Ability to maintain confidentiality</li> <li>● Ability to manage challenging situations appropriately and confidently</li> <li>● Understanding of basic technology – computer, photocopier etc</li> </ul> | <ul style="list-style-type: none"> <li>● Experience of working in a customer facing role</li> <li>● Recent and relevant experience of working with children within an education setting, within a specified age range/subject area</li> <li>● Experience of working in an Academy or school environment</li> </ul> |
| <b>Skills</b>               | Line management responsibilities (No.)               | N/A   |  |
|                             | Forward and strategic planning                       | N/A   | N/A  |



|                                 |                                    |  |  |
|---------------------------------|------------------------------------|--|--|
|                                 | Budget (size and responsibilities) | N/A  |  |
|                                 | Abilities                          | <ul style="list-style-type: none"> <li>● Ability to organise, prioritise and work on own initiative.</li> <li>● Written – ability to record information accurately and compile detailed written reports when required.</li> <li>● Verbal – experience of exchanging information clearly in person and by telephone.</li> <li>● Ability to deal with situations in a sensitive manner both in person and by telephone.</li> <li>● Ability to communicate effectively and sensitively with Academy staff, professionals and parents/carers.</li> <li>● Relationships – experience of forming appropriate and productive relationships with students, staff and parents.</li> </ul> |  |
| <b>Personal Characteristics</b> | Behaviours                         | <ul style="list-style-type: none"> <li>● Positive work ethic.</li> <li>● Determined to provide the best Learning Pathways provision possible.</li> <li>● Ability to listen and interpret instructions effectively so that</li> </ul>   |  |





|                                    |               |  |  |
|------------------------------------|---------------|--|--|
|                                    |               | <p>learning is maximised for students.</p> <ul style="list-style-type: none"> <li>• Committed to improving the life chances of young people.</li> </ul>  |  |
|                                    | <p>Values</p> | <ul style="list-style-type: none"> <li>• Ability to demonstrate, understand and apply our values             <ul style="list-style-type: none"> <li>○ Be unusually brave</li> <li>○ Discover what's possible</li> <li>○ Push the limits</li> <li>○ Be big hearted</li> </ul> </li> </ul>   |  |
| <p><b>Special Requirements</b></p> |               | <ul style="list-style-type: none"> <li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>• Right to work in the UK</li> <li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li> </ul> |  |