



## Your Academy...Your Future

<b>Post Title</b>	Attendance Officer
<b>Purpose</b>	To support and assist as part of a professional team to contribute to raising standards of students' attendance, in line with the Academy's policies and procedures.
<b>Responsible to</b>	Principal
<b>Responsible for</b>	The administration of student attendance within Integris.
<b>School Type</b>	The Academy is a publicly funded independent secondary school for students aged 11 to 16.
<b>Contract Type</b>	Full Time Permanent Term Time Only
<b>Grade</b>	Scale 5, Point 12-17  <i>(Term Time Only equivalent £22,626 – £24,637)</i>
<b>Disclosure Level</b>	Enhanced.
<b>Expectations</b>	<p><b><u>There is an expectation that all adults who work at Castle View Enterprise Academy will:</u></b></p> <ul style="list-style-type: none"> <li>• Create opportunities to support the Academy vision.</li> <li>• Have respect and care for students and all other adults.</li> <li>• Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do.</li> <li>• Support the Academy uniform policy for students and echo this through professional and business-like mode of dress.</li> </ul>

**Duties & Responsibilities**

- To follow the attendance policy of 'first day contact' within the school.
- To provide support for staff with operational issues in the use of Integris.
- To check and remind any necessary staff to complete registers.
- To ensure all unexplained absences are accounted for or contact parents/carers requesting an explanation.
- To input timely information i.e. exams, trips, sporting events, holidays, etc and keep HOY and staff updated.
- To check accuracy and correct coding on registers.
- To print off official registers daily and explained absences to ensure at hand in even of a fire.
- To follow attendance policy and send out letters as and when required and formally record this.
- To maintain an accurate system for students signing in/out of school.
- To assist and check records prior to the Census to ensure school attendance is accurate and up to date.
- To produce and interpret information relating to attendance patterns.
- To establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
- To provide updates for staff on student attendance.
- To collate, maintain and update attendance data.
- To exchange information and determine appropriate levels of intervention e.g. Early Help.
- To work on initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance.
- To monitor the attendance of vulnerable groups of students (PP/FSM/SEND/EAL) and liaise with staff.
- To contact all absent students' parents on a daily basis in line with the school attendance policy.
- To assist in the identification of students who will receive support in improving their attendance record and work directly with these students.
- To work with parents/carers and other agencies in improving their child's attendance record and coordinating parental support where appropriate.
- To work with a regular group of students using regular attendance checks and contact with parents/carers to improve levels of attendance.
- To monitor punctuality of students.
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance, in order to be able to offer informed advice to parents, school staff, governors and others.
- To be fully aware of and carry out all work in line with Child Protection procedures.
- To produce regular reports for governors.

	<ul style="list-style-type: none"> <li>• To identify students for the Local Authority to visit on a weekly basis.</li> <li>• To attend CPD to enhance knowledge.</li> </ul>
<b>General Requirements</b>	<ul style="list-style-type: none"> <li>• Attending and participating in training and development activities as required.</li> <li>• Assisting teaching staff or senior colleagues in escorting students home as and when required.</li> <li>• Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.</li> <li>• Being an effective role model for the standards of behaviour expected of students.</li> <li>• Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.</li> </ul>
<b>Professional Values &amp; Practises</b>	<ul style="list-style-type: none"> <li>• Having high expectations of all students; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.</li> <li>• Treating students consistently with respect and consideration, and being concerned with their development as learners.</li> <li>• In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.</li> <li>• Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.</li> <li>• Reflecting upon and seeking to improve personal practice.</li> <li>• Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.</li> <li>• Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.</li> <li>• Building and maintaining successful relationships with students, parents/carers and staff.</li> </ul>
<b>Specific Duties</b>	<ul style="list-style-type: none"> <li>• To complete First Aid training.</li> <li>• To undertake home and school visits if required.</li> <li>• To supervise student reception when requested.</li> <li>• Carry out lunch, break and before/after school supervision if required.</li> <li>• To undertake Exam Invigilation if required.</li> <li>• To take a role in holiday/summer school if required.</li> <li>• To act as a mentor for small groups of vulnerable students.</li> <li>• To carrying out a range of intervention programmes with vulnerable students.</li> </ul>

	<ul style="list-style-type: none"><li>• To work with and support students.</li></ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"><li>• Carry out other reasonable tasks from time to time as directed by the Principal.</li></ul>

*Castle View Enterprise Academy is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, an online search of publicly available information will be undertaken for all shortlisted candidates. The successful applicant will be subject to provide an enhanced DBS disclosure.*

## Person Specification

<b>You should be able to demonstrate that you meet the following essential criteria.</b>	<b>E = Essential D = Desirable</b>
<b>Qualifications</b>	
A valid First Aid Certificate.	<b>D</b>
Good numeracy/literacy skills.	<b>E</b>
5 GCSE's or equivalent, including English and Maths.	<b>E</b>
Evidence of relevant training.	<b>D</b>
<b>Experience</b>	
Experience of working in a school environment.	<b>D</b>
<b>Skills, Knowledge and Aptitude</b>	
An ability to relate well with children and adults.	<b>E</b>
An ability to work independently with individual children and small groups of children.	<b>E</b>
An ability to use initiative when required.	<b>E</b>
An ability to work as a member of a team.	<b>E</b>
A willingness to work co-operatively with a wide range of professionals.	<b>E</b>
Good communications skills, both written and verbal.	<b>E</b>
Use ICT effectively.	<b>E</b>
An ability to work within the LA and the Academy's policies and procedures.	<b>D</b>
A working knowledge of foundation national curriculum key stages and government strategies.	<b>D</b>
<b>Personal Requirements</b>	
Sensitive to the needs of children and their parents/carers.	<b>E</b>
An ability to work as part of a team.	<b>E</b>
A calm and positive approach.	<b>E</b>
Committed to professional development.	<b>E</b>