



Post Title:	Attendance Officer
Evaluation:	BB05 (Salary Point 13-17)
Responsible to:	Assistant Headteacher (Pastoral)
Responsible for:	N/A
Job Purpose:	To work with children, parents and carers to improve attendance and achievement.

Main Responsibilities:

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- To promote good attendance and support children, parents and carers in achieving this
- Provide regular updates for staff on student attendance with targets and strategies for improvement
- To undertake home visits under the direction of the Assistant Headteacher (Pastoral)
- To provide information for meetings with parents of students with low levels of attendance
- To liaise with year teams and teaching departments to provide work for relevant students during periods of absence
- To monitor attendance patterns of a targeted group of students
- To share information with relevant parties about intervention strategies, their impact, the outcome of such interventions, and the students they are working with
- To explore and implement appropriate reintegration strategies under the direction of the Assistant Headteacher (Pastoral)
- To monitor students on reintegration programmes
- To input attendance data and generate attendance data reports
- Produce and interpret statistical data relating to attendance patterns
- Make contact with feeder primary schools and gain any relevant information about the attendance records of new students
- Liaise with Education Welfare and other support services to improve attendance rates
- To promote and implement the School's Equality Policy in all aspects of employment and service delivery
- Promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with
- To assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures