

Northumberland County Council

JOB DESCRIPTION

Post Title: Attendance Officer		Workplace: Haydon Bridge High School		Office Use
Band: 4		Working pattern: Monday to Friday – Permanent Term Time plus 5 days		JD Ref: S1462
Responsible to: Pastoral Lead		Date: 19.10.2018	Manager Level:	
Job Purpose: To work with pastoral staff to improve school attendance				
Resources	Staff	Liaison with pastoral staff		
	Finance	None		
	Physical			
	Clients	Students, parents, staff and external agencies		
Duties and key result areas: <ul style="list-style-type: none">• Examine registers and input attendance data daily, first day calling to parents in the event of unexplained absence• Ensure all registers are completed and there are no missing marks or unexplained absences by: following school policy on first day absence, ensuring all staff complete registers accurately, all unexplained absences are accounted for and report missing registers to senior staff.• Liaise with relevant staff about any concerns in relation to student attendance• Manage individual cases causing concern regarding attendance, by means of letter, interview, home visits and other appropriate measures.• Monitor and Manage requests from students for leave of absence in term time. Prepare the legal file for all Fixed Penalty Notices to be sent to NCC• Work with, build relationships and have 1-2-1 meetings with ‘at risk’ students to improve their attendance and therefore contribute to their standard of achievement as well as the schools attendance target.• Monitor and report on student punctuality.• Monitor positive attendance producing certificates on a termly basis• Work flexibly with young people, their families and others to provide appropriate guidance and support• Work with families, including regular communication and making home visits, to help understand and fulfil their responsibilities in relation to school attendance• Work in challenging and emotional situations, dealing with a whole range of potential issues such as mental health and learning difficulties.• Make an active contribution to the development of a strong and positive relationship between home and school• Maintain regular contact with key colleagues especially Year Leads, Pastoral Manager, EWO, SENDCO• Analyse attendance data regularly and issue appropriate letters home.• Take calls from parents to explain attendance policy and reason for actions taken.• Identify individuals, using regular attendance checks and data, whose attendance can be improved and liaise with HOY/SENDCO/families/outside agencies and other relevant professionals to complete ‘attendance contracts’.• Manage PA’s and/or pupils with poor attendance in accordance with policies and procedures, including organising and leading attendance panel meetings• Complete referrals to EWO ensuring all paperwork conforms to the legal requirements of NCC for any potential prosecution.• Weekly attendance meeting with EWO analysing data to discuss necessary actions.• Be actively involved in meetings with EWO and families. Preparing attendance file for the meeting to include individual attendance summary, copy of letters issued by school and any other work undertaken by colleagues. Following up the meetings with constant monitoring and communications with student/EWO/home• Use data to interpret information relating to attendance patterns and identify key areas of concern, supply relevant staff with the information.• Work with groups of pupils holding intervention sessions to help improve attendance levels• On a weekly basis manage the attendance caseload: analyse, collate, maintain and update attendance records for all groups and provide reports for the SLT/OFSTED when required.				

- Complete weekly attendance reports using SIMS and maintain excel tracking spreadsheets with attendance data.
 - Monthly reporting to NCC of children who are *Missing in Education*
 - Manage and document EOTAS student's attendance.
 - Undertake duties ensuring the departments safeguarding/child protection policy are followed reporting any causes of concern to the DSL
 - Ensure SIMS attendance data is accurate and up to date and maintain attendance files.
 - Support Pastoral colleagues (HOYs) dealing with student enquires/issues when required
 - Obtain attendance data from feeder schools each year and for each new student on roll. Analyse and take appropriate actions. (letters/meeting/phone calls)
- Communicate with feeder schools to obtain relevant information regarding absence reasons, any actions undertaken by them and family information where appropriate.

Work Arrangements

Transport requirements:

Working patterns:

Working conditions:

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Post Title: Attendance Officer	Service:	Ref:
Essential	Desirable	Assess by
Knowledge and Qualifications		
Literate and numerate to Level 2 Understanding of the principles of effective parenting Full working knowledge of policies relating to health and safety, behaviour, attendance, equal opportunities, child protection.	Can show evidence of appropriate FE/HE study Participated in training relevant to the post Understanding of the needs of parents/carers of children with special or additional educational needs or disabilities Experience in one or more of the following: <ul style="list-style-type: none"> • CQSW, Diploma in Social Work, Education Welfare Service • Teaching or Youth Work 	(a)(i)

	<ul style="list-style-type: none"> Working with young people in an educational setting 	
Experience		
Experience of working with young people and/or families within an educational or social setting A proven track record of working successfully with learners, families and different agencies A sound working knowledge of safeguarding legislation and practice Willingness to participate in development and training opportunities	Experience of making home visits	(a)(i)
Skills and competencies		
Ability to relate sensitively to learners and their families and to contribute to a team approach to ensure their needs are considered Ability to prepare and present reports Ability to provide clear professional advice and information to parents/carers, other staff on matters relating to attendance and exclusions Ability to manage and prioritise a caseload and to respond positively to a range of priorities Excellent organisational and influencing skills Has shown skill in resolving conflict between people Has good communication skills both written and spoken Has a personal sense of presence and impact Demonstrates perseverance in completing challenging tasks		(a)(i)
Physical, mental and emotional demands		
Has a proven ability to work under pressure and in stressful situations Ability to manage emotional demands of working with young people with a wide range of behavioural, social and emotional issues and with their families		(a)(i)
Other		
Is committed to securing an excellent service provision for young people and their families Car user with a clean driving license		(a)(i)