

<b>JOB INFORMATION</b>			
<b>JOB TITLE</b>	<b>ATTENDANCE OFFICER</b>	<b>LOCATION/CAMPUS</b>	<b>THEALE GREEN SCHOOL</b>
<b>FACULTY</b>	<b>WHOLE SCHOOL</b>	<b>TYPE</b>	<b>PERMANENT</b>
<b>GRADE</b>	<b>D</b>	<b>SCALEPOINT</b>	<b>D SCALE</b>
<b>RESPONSIBLE TO</b>	<b>ASSISTANT HEADTEACHER</b>	<b>HOURS</b>	<b>30 HOURS PER WEEK – 8.15am – 2.45pm (Minus half hour lunch) term time + 3 additional days/INSET days</b>
<b>JOB PURPOSE</b>			
To monitor whole school attendance, persistent absence and punctuality			
<b>MAIN DUTIES AND RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>• Ongoing monitoring of attendance for students in year 7 to 13.</li> <li>• Identify students who require support with their attendance.</li> <li>• Liaise with the Senior Leadership Team, Pastoral Team, Tutors, Teaching staff, SENCO and other relevant staff regarding students who are of concern.</li> <li>• Raise attendance issues with parents; meet with both students, parents/carers in order to support them to improve attendance.</li> <li>• Meet with Education Welfare Officer on a regular basis and refer students who are not meeting attendance targets.</li> <li>• Attend meetings with the Education Welfare Officer as a representative of the school and liaise with relevant staff and outside agencies that can support students in successfully improving their attendance.</li> <li>• Managing all administrative tasks required of the Attendance Department, including managing the absence telephone line.</li> <li>• To produce regular attendance reports in various formats.</li> <li>• To produce returns on attendance as required from time to time by the Local Authority and DfES.</li> <li>• To contribute to the training of staff in the use of attendance software applications.</li> </ul>			

- To provide advice and guidance to staff as required.
- Work within the safeguarding policies and procedures.

### Knowledge and Understanding

- Respect students' social, cultural, linguistic, religious and ethnic backgrounds
- Demonstrate and promote positive values, attitudes and behaviour that are expected
- Work collaboratively with colleagues
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary

### GROUP/ EMPLOYEE RESPONSIBILITIES

- To provide the service in accordance with the Trust's Vision, Strategic Plan and Service Improvement Plans
- To demonstrate and promote ethical behaviour appropriate to that which would be expected by our stakeholders
- To work in a flexible manner and to be willing to undertake other duties as reasonably requested

QUALIFICATIONS & EXPERIENCE	TECHNICAL COMPETENCIES /SKILLS	BEHAVIOURAL SKILLS
<p>Essential</p> <ul style="list-style-type: none"> <li>• Experience of working in an environment that requires good interpersonal skills</li> <li>• Experience of working with software applications especially SIMs</li> <li>• Experience of working in an office environment</li> <li>• Good grades in five or more GCSE with min grade c in maths in English and Maths</li> <li>• Experience in educational setting</li> </ul>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Strong verbal and written English language skills</li> <li>• Strong level of ICT skills</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Understanding of educational setting</li> <li>• Understanding of absence processes</li> </ul>	<ul style="list-style-type: none"> <li>• Proactive</li> <li>• Professional</li> <li>• Able to communicate effectively with children, parents/carers and other staff this includes face to face, written and electronic correspondence</li> <li>• Awareness of child protection and bullying issues</li> <li>• Enjoys working with children and has empathy with pupils and is sympathetic to their needs</li> <li>• Ability to develop and maintain good relationships with staff and external customers of all levels</li> <li>• Customer service focussed</li> </ul>

<p>Desirable</p> <ul style="list-style-type: none"> <li>• Previous experience as Attendance Officer</li> </ul>		<ul style="list-style-type: none"> <li>• A solution finder</li> <li>• Patience and tact</li> <li>• Methodical and well organised</li> <li>• Confidence to challenge difficult sensitive situations</li> <li>• Professionally discreet and able to respect confidentiality</li> <li>• Ability to command and to show respect</li> <li>• Flexible approach to tasks</li> <li>• Confident and able to use own Initiative</li> </ul>
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***This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Group need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.***

***Diversity Statement***

*The Activate Learning Education Trust recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Group. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.*

***Health & Safety Statement***

*All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.*

***Safeguarding Statement***

*The Activate Learning Education Trust is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment.*