

Ebor Gardens Primary Academy

Job Description and Person Specification

Post Title: Attendance Officer

Reporting to: Appropriate Senior Leader

Salary within the range: C1 (Point 22-25) TTO + 5

Purpose of the post

Attendance is an essential aspect of a successful community and academic success. The role of the Attendance Officer is to assist in the promotion of outstanding attendance by working in partnership with all stakeholders and the wider community. If attendance is outstanding then children have improved life chances and will make more rapid progress academically and socially.

The Attendance Manager will work directly with all stakeholders in a non-judgemental way, encouraging, challenging and supporting improvements in attendance at an individual, cohort and whole school level.

Responsibilities

Punctuality

- Daily meet and greet children at front of school.
- Liaise with parents regarding any issue which helps to build positive relationships.
- Contact home and speak where possible to all parents to discuss reasons why their child has arrived late to school, again to foster positive working relationships.
- In the case of persistent lateness invite parent/carers to attend a meeting to discuss and formulate a plan for improvement.

Attendance

- Liaise with relevant staff to arrange regular meetings to discuss attendance issues.
- Examine each group cohort to target those who need intervention.
- Ensure all interventions are logged appropriately.
- Manage, implement and administer the school's staged system of attendance letters and initiatives such as the Fast Track scheme.
- Manage and administer Attendance Panel meetings.

- Carry out home visits and accompany the PSA where necessary to promote engagement with hard to reach families.
- Liaise closely and share information with other agencies as appropriate.
- Highlight persistent absence concerns and the possible repercussions should there be no improvement (always considering exceptions, those with medical issues who in sending a letter could make a situation/relations with the school worse).

Attendance Data

- Implement, administer and maintain electronic systems (eg.excel spreadsheets) to track attendance and punctuality.
- Examine closely to allow comparison to be made including year on year whole school figures, year group comparison and at an individual level.
- Identify trends in order to prepare strategy at times of previous low attendance and target intervention appropriately.
- Prepare reports for a range of audiences on attendance and punctuality.
- Examine key groups; SEND, PP, PA, EAL, gender and compare to previous data, sharing across the school and creating a sense of ownership and at times competition.
- Create case studies for children where there has been significant improvement, this can be beneficial in terms of evaluating impact and giving praise/feedback to individuals and their families.
- Provide updated data to regular meetings with the Pastoral Lead (and Head of School when required).
- Implement a system of rewards which celebrate individual, class and whole school attendance.
- Maintain an up-to-date attendance board.

General

- To attend and participate in staff meetings and briefings as appropriate.
- To undertake training either on or off site as may be required and instructed.
- To be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection
- To contribute to the overall ethos/work/aims of the school.
- To ensure promotion and support of Equal Opportunities and Health & Safety.
- To undertake any other duties that are commensurate with the post.

Standard Duties in all Academy Job Descriptions

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required.

Support for the Academy

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/ work/ aims of the Academy
- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Be responsible for the provision of out of Academy learning activities within guidelines established by the Academy
- Contribute to the identification and execution of appropriate out of Academy learning activities which consolidate and extend work carried out in class

General

- To undertake any other duties, commensurate within the grade, at the discretion of the Principal
- Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection
- To develop & promote high standards
- Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behavior
- To act in a positive and professional manner to others around all aspects of Academy life.

Method of Working

Ebor Gardens expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with academy guidelines, policies and procedures. Academy staff are expected to respect confidentiality and safeguarding practices at all times.

DBS Certificate

Ebor Gardens takes its duty to safeguard the young people with which it works seriously.

All staff are required to undertake a Disclosure and Barring Service (DBS) check.

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Personal Specification: Attendance Officer/Higher Level Teaching Assistant

Attributes	Criteria	How Identified	Rank
Experience	Experience of dealing with more complex queries from a wide range of people	A/I	Essential
	Experience of working in partnership with others to deliver work to set deadlines	A/I	Essential
	Experience of providing customer focussed services	A/I	Essential
	Experience of supervising staff	A/I	Desirable
	Experience of participating in teams and using own initiative	A/I	Essential
	Experience in the use of the Microsoft package	A/I	Essential
	Experience of extracting and analysing data from information databases		Desirable
Education and Training Attainments	2 GCSEs (or equivalent) at grade A to C in English and Maths	A/I	Essential
	Excellent numeracy/ literacy skills	A/I	Essential
	Training in attendance processes	A/I	Desirable
	Training related to a school setting	A/I	Desirable

General and Special Knowledge	Willing to abide by the Trust's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	A/I	Essential
	Willing to carry out all duties having regard to an employee's responsibility under the Trust's Health and Safety Policies	A/I	Essential
	To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	A/I	Essential
		A/I	Essential
	An ability to respect sensitive and confidential work.	A/I	Essential
	Constantly improve own practice/ knowledge through self- evaluation and learning from others	A/I	Essential
Skills & Attributes	Able to communicate effectively with a wide range of people including sensitive and complex information	A/I	Essential
	Able to prioritise own and team's work to meet conflicting deadlines	A/I	Essential
	Able to produce and present routine reports and data	A/I	Essential
	Able to accurately enter/retrieve data information from information systems	A/I	Essential
	Able to establish and maintain accurate records using both manual and electronic systems	A/I	Essential
	Understand range of support services/ providers	A/I	Essential
	Clean driving licence and access to a car.	A/I	Essential