



Job Title:	Attendance Officer
Reports To:	Deputy Headteacher (i/c Behaviour, Attendance & Safeguarding)
Grade:	Pay band 5
Supervises:	Attendance and Welfare Assistant
Key Purpose:	<p>To be responsible for recording and reporting on attendance issues, ensuring that appropriate, secure records are kept. To administer effective data sharing systems, including punctual reports and data returns for the Local Authority, for example the 'PARS' absence return.</p> <p>To ensure all data is sensitively handled and confidentiality maintained.</p> <p>Work under own initiative to ensure workload is prioritised and efficiently completed.</p> <p>To support the school in fulfilling its statutory duties in relation to attendance and safeguarding, referring safeguarding cases as appropriate to the school's Designated Lead for Safeguarding*.</p>

KEY ACCOUNTABILITIES

To promote actively the School's (Trust's) Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the School's (Trust's) Equal Opportunity Policies in relation to both employment and service delivery.

To comply fully with the Health and Safety at Work Act 1974 etc, the School's (Trust's) Health and Safety Policy and all locally agreed safe methods of work.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Trust/ School Safeguarding Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead so that a referral can be made accordingly to the relevant third-party services.

At the discretion of the Headteacher, undertake such other activities as may from time to time be agreed consistent with the nature of the job described above.

To work with colleagues to achieve service plan objectives and targets, and promote actively the School's (Trust's) ethos.

To participate in Employee Development schemes and Performance Management (appraisal) and contribute to the identification of own team development needs.

PRINCIPAL RESPONSIBILITIES/DUTIES

- To act as a named point of contact for Portsmouth City Council's School Attendance Team.
- To record, monitor and analyse attendance data as directed.
- To join the DHT/appropriate staff in weekly meetings that contribute to the review of persistently absent pupils and pupils with attendance/punctuality/welfare concerns; and consequent action planning/monitoring.
- To mediate between staff, parents/carers and pupils to establish and maintain high levels of pupil attendance.
- To maintain regular contact with assigned pupils – offer them 1:1 and small group sessions to support them to understand and meet their punctuality/attendance targets.
- To implement assertively and accurately the administration of fixed penalty notices and referrals for prosecution where appropriate (in liaison with Portsmouth City Council's School Attendance Team).
- To maintain appropriate case records (written and electronic) and ensure all data is sensitively handled and confidentiality maintained.
- To receive instruction and guidance from the Deputy Headteacher to inform planned support.
- To implement interventions to improve the attendance, welfare and progress of individual pupils, with a particular focus on supporting pupils who are vulnerable and/or persistently absent from school.
- To signpost pupils and their families to appropriate external agency support.
- To lead/co-ordinate (and record) regular and unannounced home visits (pupil welfare checks) in line with safe working procedures.
- To provide 'day to day' care, support and guidance service for pupils, staff and parents regarding attendance matters. To ensure that advice is given, enquiries are answered and information is provided.
- To communicate with parents/carers by telephone, face to face and/or in writing to ensure that issues or concerns are reported and followed up.
- To liaise with parents/carers and external agencies and lead/attend meetings as appropriate/directed.

GENERAL SUPPORT

- Report pupil and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.
- Be involved in extra curricular activities, e.g. open days, presentation evenings.

***Note that accountability for the school's attendance and safeguarding training sits with the Deputy Headteacher i/c Behaviour, Attendance and Safeguarding**

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Kindly note you will be an employee of The De Curci Trust. Your duties will be as set out in the above job description but please note that the Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

APPENDIX

Post holders in this band might supervise small (up to 5) administrative or technical teams, though would still operate within well-defined procedures and practices. There will usually be formal written guidance /procedures for dealing with queries and/or routine issues. Problem solving and decision-making tend to be limited to operational matters.

Post holders might have responsibility for providing advisory or technical services. Tasks would typically include analysis of problems, identification of key issues and researching material to provide advice. Communication with externally or internally might be of a fairly demanding nature and usually key to the resolution of problems and attainment of objectives. Post holders might have responsibility for controlling small budgets and authorise expenditure within well defined parameters.

Formal vocational qualifications might be required, such as NVQ 2/3 and it is likely to take up to 18 months in post to acquire full competence.