

Education & Leadership Trust The East Manchester Academy

Job Description

Attendance Officer – Grade 6

The post holder will report to the appropriate SLT member. Apart from other colleagues in the school, the main contacts of the job are: Headteacher, Directors of Progress, Heads of House, Pastoral Managers, teaching staff, other support staff and students.

Main Purpose of the Job:

- To contribute to raising achievement by improving school attendance
 - To provide a specialist service to assist the school in meeting their obligations and targets in relation to school attendance, especially persistent absence.
 - To promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
 - To make contact with families in their own homes and elsewhere to assess the reasons impacting on the attendance of individual students, facilitating their return or access to regular full time education provision.
 - To establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality.
 - To monitor the attendance of students and intervene appropriately
 - To ensure accurate record keeping including of legal paperwork.
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Main Duties and Responsibilities:

1. To advise the school on strategies to promote the regular and punctual attendance of all students and assist with the implementation of the strategies.
2. Meet with school staff, students and parents to identify individual problems and possible solutions.
3. To make unsupervised contact with families in response to allocated referrals i.e. home visits and /or meetings in school.
4. To establish the reason for non attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
5. To initiate appropriate legal action with Education Welfare Service (EWS) to ensure the school is carrying out its statutory responsibility in respect of students. This will include preparing statements, attending and presenting evidence or request the issuing of penalty notice fines or other legal sanctions and completion of other agency referrals.
6. To be fully aware of and carry out all work in line with Child Protection Procedures. This may involve attending case conferences, strategy and planning meetings as well as core groups or other meetings in relation to child protection cases that require input.
7. To liaise and work with other members of EWS as well as other professionals in police, Social Services, Housing , Health and any other statutory and voluntary organisations.

8. To keep clear and concise records of all consultations and to write any other reports i.e. annual action plan and summaries, as required for the school.
9. To use IT systems to produce reports, often to tight timescales, using word processing and record information including statistical data, providing reports to senior managers and other professionals.
10. To manage and prioritise your own workload in line with service requirements.
11. To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, school staff, governors and others.
12. To support the student services team and SLT in advising the school on all matters relating to attendance and where necessary take the lead role in developing work processes to improve school attendance.
13. To work on initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance
14. Prepared to attend meetings outside of office hours
15. Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
16. Ensure that all duties and services provided are in accordance with the national and local guidelines and policy

Generic Responsibilities for All Support Staff Roles

- To play a full and active part in the life of the school through contributions to initiatives, student facing projects and extra-curricular events, where appropriate or reasonably requested
- To complete duties such as; lunch or break supervision, before or after school duties as directed by the rotas
- To undertake CPD that is relevant to role and working with students and families
- To complete first aid training and be part of the first aid rota
- To work collaboratively and supportively with colleagues to achieve the vision and mission of the academy
- To undertake reasonable requests from the academy headteacher