

PARRS WOOD HIGH SCHOOL
A member of Greater Manchester Education Trust
Job Description
School Attendance Support Officer
Grade 4 (Term Time Only + 1 Week)

The post holder will report to the School Attendance Officer. Apart from other colleagues in the school, the main contacts of the job are: Local Authority, external AP providers, parents and students.

Main Purpose of the Job:

To provide a comprehensive and high quality support service to the school to improve overall school attendance.

The main contacts of the job are Headteacher, School staff, School Governors, Parents/Carers, Pupils and Outside Agencies.

Parrs Wood High School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Main duties & responsibilities

1. Effectively manage a caseload and ensure casework and documentation is prepared and collated to support legal sanctions, and to present in court.
2. In liaison with the appropriate Attendance Officer and key stakeholders support the effective organisation and participation in attendance, initiatives, campaigns, truancy sweeps and school blitzes to improve attendance in school.
3. To keep pupil records on SIMS up to date including administering admissions and leavers.
4. Operate text system for communication with Parents/Carers
5. To collate, analyse and produce pupil attendance data, attendance patterns, trends and reports to inform future service delivery and strategic direction to improve attendance in school.
6. To coordinate, plan and carry out daily home visits, including cold calling, lone visits and joint visits with other appropriate services e.g. Police, Health, Social Care and Caseworker
7. Assist Attendance Officer in monitoring and enforcing attendance parenting orders and undertake casework in line with post-prosecution guidelines.
8. Assist Attendance Officer to make decisions on a case by case basis as to the most appropriate course of action to be taken in any particular case.
9. To provide general clerical and administrative support, for example, photocopying, filing, faxing, completing standard forms and returns to the LA and outside agencies and responding to routine correspondence.
10. To carry out interviews in accordance with Child Protection and other Legislation
11. To work as part of a team and contribute to the achievement of the team objectives and responsibilities.

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12. To produce lists, information and data as required, for example, Student data and to maintain and collate Student reports.
13. To administer school registration procedures in line with statutory requirements.
14. To actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.
15. Use initiative in time management to organise own workload in order to meet deadlines
16. Help to identify own personal development needs and to participate in training and other learning activities and performance development as required.
17. To assist in the supervision of students on visits, trips and out of school activities as required.
18. To work as part of a team to support colleagues and contribute to the vision and ethos of the school.
19. To contribute to training of colleagues as needed.
20. To undertake personal development to improve own practice.
21. Willingness to undertake first aid training as appropriate.
22. To complete duties such as; lunch or break supervision, before or after school duties as directed by the rotas
23. To assist with school administrative duties including exam invigilation as part of the agreed system for the school where appropriate.
24. Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.
25. To undertake reasonable requests from the academy headteacher.

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

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Person Specification
School Attendance Support Officer

For this job we are looking for:

Knowledge and experience of working with children, young people and families and dealing with barriers to education.

Knowledge, experience and understanding of safeguarding procedures, child protection issues and law and regulations governing the employment of children.

Knowledge and experience of statutory legislation, guidelines and policies on attendance.

Ability to plan and prioritise workload and meet deadlines within fixed, sometimes conflicting timescales.

Willing to work towards presenting prosecution cases in court.

Experience of working with children and young people, Parents/Carers to overcome attendance difficulties.

Excellent IT skills, including spreadsheets, databases, word processing and internet/intranet/email including good keyboard skills in order to produce high quality documents.

High level written, oral and listening communication skills for effective interaction with internal and external contacts including members of the public, elected members and staff at all levels.

Ability to adapt to challenging situations and people and respond appropriately using negotiation and influencing skills to achieve objectives.

Ability to work as part of a team and openly and collaboratively with multi-agency colleagues, while applying the principles of confidentiality.

Effective analytical skills and problem solving.

Willing to work towards applying the principle of project management.

Willing to undertake training as necessary.

Full clean UK driving Licence.

Personal Style and Behaviour:

Drive, tenacity and an ability to maintain focus, objectivity and sound judgement under complex conditions to achieve desired outcomes.

Tact and diplomacy in all interpersonal relationships with external contacts and colleagues at work to establish and maintain positive relationships which generate confidence and respect.

Personal commitment to excellence in service delivery.

Flexibility to adapt to changing workload demands and new organisational challenges.

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Desire to pursue own personal development and take full advantage of training provided.

Self-motivation and personal drive to complete tasks to required timescales and quality standards.

Ongoing commitment to inclusive education practices and equality of opportunity.

Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users.

Flexibility in approaches to work including service location arrangements and working outside core hours.

Willingness to consent to and apply for an enhanced Disclosure and Barring Service check.