



# Wadham School – Job Description

## **ATTENDANCE OFFICER**



Contract: Permanent

Salary Scale: Grade 14 Pt 4-6

30.00 hours per week, term time plus INSET days (39 weeks)

Working hours from 8.30AM – 3.00PM

### **Main Purpose**

The Attendance Officer will work alongside key school staff to promote excellent attendance, reduce levels of absence and work with students and families to promote high levels of attendance. Working in a small and friendly team to ensure that all student attendance records are accurate, updated and correct and determining appropriate levels of intervention, where required.

### **Main Duties and Responsibilities**

- Ensure all registers are completed and no missing marks or unexplained absences remain.
- Follow School Policy of 'first day contact' within the school.
- Check and remind any necessary staff to complete registers
- Ensure all unexplained absences are accounted for or send letter requesting explanation.
- Input timely information i.e. Exams, Sporting Events, Work based Learning, Absent Reports and keep staff updated.
- Check accuracy and correct coding on registers.
- Print off registers and explained absences to ensure on hand in the event of an emergency.
- Follow Attendance Policy and send out letters as required.
- Maintain accurate system for students signing in/ out of school.
- Assist and check reports prior to the termly census to ensure school attendance is accurate and up to date.
- Produce and interpret information relating to attendance patterns.
- Provide updates for staff on student attendance.
- Monitor attendance of vulnerable groups of students and liaise with staff/ SENCO/ line manager.
- Contact all absent students in line with schools Attendance Policy.
- To assist with the identification of students who will receive support in improving their attendance.
- To work with parents/ carers and other agencies in improving their son/ daughters' attendance and coordinate parental support where appropriate.
- To work with students using regular attendance checks and contact with parents/ carers to improve levels of attendance.
- To collate, maintain and update attendance data.
- Produce weekly reports for Educational Attendance Welfare Officer and copy relevant members of school's senior team.

- Undertake home and school visits as designated by the school/ Educational Attendance Welfare Officer.
- Work alongside relevant staff to exchange information and determine appropriate levels of intervention.
- Work with students and families identified by school and/ or Educational Attendance Welfare Officer.
- Liaise with designated colleagues for child protection.
- To keep up to date with SIMS training.
- Produce termly awards certificates
- First Aid
- Any other duties required for the smooth running of the school.

## Personal Attributes

### Experience

The successful candidate/s must have experience of working with people and working in a school environment.

It is desirable that they have experience in working with vulnerable and challenging young people and have relevant and updated safeguarding experience.

Excellent written and spoken English with a relevant experience of school environments, working with Microsoft Office software. A proven experience of attendance administration and management would be desirable. But a willingness to develop and learn would be considered.

### Skills and Abilities

- Have good communication skills to support pupil learning and progress
- Establish relationships with pupils built on respect and trust to allow for confidence in support of personal development and well-being
- Consistently model and promote the positive values, attitudes and behaviour expected.
- Direct the work of other adults normally present in the learning environment (For example, members of the pastoral team)
- Work effectively and supportively as a member of the school team
- Being flexible, with the ability to be proactive and use initiative
- To be organised and self-driven
- Seek and accept support as part of personal improvement
- Have the ability and independence to make decisions in relation to the care, control and safety of pupils
- Excellent time management
- Communication skills with the ability to build effective relationships by being positive, optimistic, caring, kind and approachable
- Respect others and be able to embrace the ethos and values of the school
- Have the ability to support, challenge and inspire

## Motivation

Your resilience, energy and a positive attitude support the ethos arising from the school's Church of England Foundation, placing learning and well-being at the heart of what we do.

## Notes

This job description may be amended at any time in consultation with the postholder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

## Key to Acronyms Used/Glossary of Terms that may be used in this Job Description

ISR = Internal Suspension Room ACEs = Adverse Childhood Experiences EHCP = Education Health Care Plan DSL = Designated Safeguarding Lead PSP = Personal Support Plan TAF = Team Around the Family SLT – Senior Leadership Team	SENDCo = Special Educational Needs and Disabilities Coordinator HoY = Head of Year AHT = Assistant Headteacher DHT = Deputy Headteacher
--	--