



REDRUTH SCHOOL

Job title: Attendance Officer

Hours: 37

Responsible to: Deputy Headteacher (Pastoral)

Important functional relationships:

Internal: Senior Leadership Team, teaching staff, support staff, students

External: Parents/carers, Education Welfare team, outside agency teams

Main purpose of role:

To lead the school in creating structures that ensure good attendance of students in line with school policy.

To establish and develop a professional service that supports the school to meet its aspirational targets for attendance and punctuality.

To provide specific support in relation to attendance for all year groups.

To help to promote positive attitudes to attendance and education as well as raising awareness of the statutory obligations of staff, parents and carers.

Main duties and responsibilities:

1. To ensure that all registers are completed punctually and accurately each session with no missing marks or unexplained absences.
2. To check and remind any necessary staff to complete registers within 10 minutes of a session starting.
3. To ensure all unexplained absences are accounted for or send a letter requesting an explanation.
4. To ensure all lists of students on trips are entered accurately on the school registration system.
5. To check accuracy of coding on registers daily.
6. To print off official registers daily with all explained absences in case of an evacuation.
7. To follow the school attendance procedures and send out letters as appropriate.
8. To maintain an accurate system for students signing in and out of the premises.
9. To assist and check records prior to a Census to ensure school attendance data is accurate and up to date.
10. To produce and interpret patterns within weekly reports of tutor group attendance for progress leaders and Assistant head teacher with targets and strategies for improvement.

11. To monitor the attendance of vulnerable groups and liaise with appropriate staff.
12. To produce weekly student reports for student services meetings.
13. To contact all absent students on a daily basis to establish reasons for absence.
14. To assist with the identification of students who will receive support in improving their attendance record.
15. To work with parents/carers and other agencies to improve a child's attendance record, co-ordinating parental support where necessary.
16. To work with critical groups of students and their parents/carers using regular attendance checks and support plans to improve levels of attendance.
17. To collate, maintain and update attendance data.
18. To produce monthly reports for the Education Welfare Officer and the Deputy Headteacher (Pastoral).
19. To devise appropriate levels of intervention in conjunction with specialist agencies, parents and carers to improve attendance levels.
20. To liaise with the designated colleagues for child protection.
21. To keep up to date with SIM's training.
22. To run, and monitor the school attendance programme.
23. To create accurate attendance reports for the Education Welfare Officer to initiate appropriate legal action.
24. To keep clear and concise records of all consultations and any reports and action plans deemed necessary by the Senior Leadership Team.
25. To use IT systems to produce reports, often to tight timescales for the Senior Leadership Team and other professional agencies.
26. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Child Protection and Safeguarding Policy, Code of Conduct, SEN code of practice and national legislation (including Health and Safety, GDPR).
27. To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment in order to offer informed advice to parents/carers, school staff, governors and others.
28. To support Pastoral Leaders in advising the school on all matters relating to attendance and where necessary take the lead role in developing work processes to improve attendance.
29. To attend and assist in the preparation of parents' meetings and assemblies in relation to attendance issues.
30. To maintain a display of attendance data for progress and House leader boards.
31. To participate in the development of school reward systems to promote and reward good attendance.

Additional duties

1. To be a proactive member of the SIM's team and provide support in general data areas when required
2. To maintain confidentiality of information acquired in the course of undertaking duties for this role.
3. To be responsible for your own continuing professional development, undertaking training as required
4. To ensure compliance with Data protection at all times.
5. To undertake other duties appropriate to the grading of the post as required.
6. To be aware of and comply with, policies and procedures relating to Child Protection, health and safety and data protection.

PERSON SPECIFICATION

Job Title: Attendance Officer

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	<p>Practical experience of clerical work</p> <p>Experience of Microsoft Office software</p>	<p>Experience of managing specific areas of work without supervision</p> <p>Relevant experience within a school/college environment</p>	Application form/ Interview
Education and Training	Attainment of GCSE qualifications or equivalent (level 2 standard of education) to include Maths and English at Grade C/4.	A levels, or equivalent	Application form
Special Knowledge and Skills	<p>Time management</p> <p>Good IT skills, to include experience in Word, Excel, Powerpoint, databases and email</p> <p>Accuracy</p>	<p>An awareness of SEN</p> <p>Knowledge of SIMS</p>	Application form/ Interview
Any Additional Factors	<p>Reliable</p> <p>Highly confidential</p> <p>Flexible approach to work</p> <p>Ability to work under pressure</p> <p>Good interpersonal skills to include a discreet, diplomatic manner</p> <p>Able to work on own initiative and in a team</p> <p>Display an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>		Interview

Reviewed: May 2021