



## **JOB DESCRIPTION**

**POST:** Attendance Improvement Officer (Mary Astell Academy)

**RESPONSIBLE TO:** Assistant Headteacher – Behaviour, Attendance and Community

**GRADE/LEVEL:** Grade N5 pro rota (37 hours) Term Time Only, Permanent position.

**CORE PURPOSE:** To improve school attendance through positive attitudes with pupils, parents/carers, pastoral support teams and wider agencies so as to derive maximum benefit from their education.

This job description will be reviewed regularly to reflect, or anticipate changes to, the job commensurate with the salary and areas of responsibility.

### **Working within Teaching and Learning Support, the post holder will:**

- Support the implementation of the Academy's vision and values
- Ensure that the Academy policies are promoted and adhered to
- Contribute in the Academy to developing a learning culture with high expectations in a safe and secure learning environment
- Foster effective relationships with parents/carers and pupils in the Academy

### **SPECIFIC RESPONSIBILITIES**

- To implement all aspects of the Academy's Attendance and Punctuality Policy
- To monitor attendance, looking for trends and patterns for individual pupils and specific groups – particularly those identified as vulnerable, at risk or whom attend off site provision
- Where necessary, collect pupils from their home and bring them into the Academy
- To assist the Academy in identifying pupils with attendance concerns, assess the underlying causes of poor attendance and punctuality in individual cases and target resources by effective intervention to maximise attendance and improve punctuality.
- To liaise with parents/carers and in some circumstances, social services or other agencies to address the specific needs of individual children
- To utilise in-school actions to promote attendance. These may include at one level gradual re-integration into the school through part timetables and in-school meetings with Pastoral Staff, and at the other, facilitating support groups of problem attendees
- To coordinate home visits in line with the Academy's Attendance & Punctuation Policy, and to keep a record of these visits in order to pursue concerns about attendance and offer the relevant channels of support
- To represent the Academy at meetings where attendance concerns exist
- To prepare cases of non-school attendance for the attention of the Local Authority's Attendance Improvement Team
- To prepare and assist under section 444 of the Education Act 1996 cases of non-school attendance for Magistrates' Court and when requested give evidence in court

- To develop and promote a good working relationship with the Academy's Pastoral Team providing clear direction with specific regard to the Academy's Attendance and Punctuation Policy
- To maintain high standards in record keeping, letter writing and report writing
- To work with senior staff, pastoral teams and staff within the Academy to ensure that punctuality continues to improve.
- To undertake regular training in order to keep relevant areas of expertise up to date with changes in legislation and current practice

### **Developing Self and Working with Others**

- Take part in an annual staff performance review with line manager
- To create and maintain good working relationships among all members of the Academy community
- To set an example to pupils in work ethic , conduct, dress code, punctuality and attendance
- Recognise own strengths and areas of expertise and use these to advise and support others
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

### **VARIATION IN THE ROLE**

Given the dynamic nature of the role and structure of Mary Astell Academy, it must be accepted that as the Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the postholder.

Name of Postholder:
Signature of Postholder:
Date: