

# Job Description

**Post Title:** Attendance Officer – Valour Multi-Academy Trust

**Evaluation:** 456 Points **Grade:** N5

**Responsible to:** Executive Head Teacher / Head Teacher

**Responsible for:** Attendance

**Job Purpose:** To work with children, parents and carers to improve attendance and achievement.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Be the first point of contact for all attendance issues in school(s) and deal with parents and carers' queries regarding attendance issues. Provide information and advice to parents and carers regarding the school attendance requirements.
- 2 To organise a daily check on children on first day of absence and investigate reasons for absence and share with Family Support Coordinator where appropriate.
- 3 Provide regular updates for staff, ie Executive Head Teacher, Head Teacher and class teachers on pupils with targets and strategies for improvement.
- 4 Ensure that school registration systems are correctly administered.
- 5 To promote good attendance and support children, parents and carers in achieving this.
- 6 To undertake home visits under the direction of the Family Support Co-ordinator.
- 7 To provide information for meetings with parents of pupils with low levels of attendance.
- 8 To make contact with previous / feeder schools and gain any relevant information about the attendance records of new pupils.
- 9 Liaise with the Attendance Service and other agencies to improve attendance rates.
- 10 To input attendance data and generate attendance data reports.
- 11 Participate in the development of school reward systems in relation to attendance and account for a limited delegated budget in this area.
- 12 Be aware of and comply with policies and procedures relating to child protection,

health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.

- 13 To promote and implement the Valour's Equality Policy in all aspects of employment and service delivery.

2<sup>nd</sup> December 2019