

JOB DESCRIPTION

Post title:	Attendance Improvement Lead
Academy:	Academy 360
Reporting to:	Assistant Principal
Salary/Pay range:	£27,249 - £32,000 FTE depending on experience, £23,895 - £28,061 actual depending on experience
Hours of work:	37 hours per week, term time only

Purpose of Job

An Attendance Officer must support a culture of high expectations by addressing poor attendance and ensuring that students attend school. All students' attendance should surpass national average attendance benchmarks with clear monitoring procedures in place. The Attendance Officer will be responsible for implementing and monitoring the Academy's Attendance Policy within the school and for promoting positive attendance and punctuality amongst all students. In addition, the successful applicant will work with students, staff and parents/carers to manage challenging student behaviour associated with poor attendance.

Main Duties and Responsibilities

- A key aspect of this role is visiting students and their parents/carers in their homes; where necessary, this may involve collecting students and bringing them in to school. The post holder will also work with key staff members to develop appropriate induction and support for students who are reluctant to attend school and/or need support to engage with learning
- Lead and implement policies, procedures and strategies to promote positive attendance and punctuality for all students
- Ensure that students and parents are aware of the impact of poor attendance on learning and progress. Work with parents/carers to promote good attendance and punctuality
- Identify where there are concerns about students' attendance and ensure that appropriate action is taken
- Visit students and their parents/carers in their homes to identify reasons for poor attendance and agree a course of action to improve attendance
- Support parents/carers to access support for their child's learning from other services
- Develop strategies to raise awareness within the community of the importance of school attendance
- Develop strategies to promote good attendance through rewards
- Liaise with the Exams Officer to ensure that any students missing from exams are contacted or collected where required
- Work with appropriate agencies/partners to support and follow up concerns about attendance, to develop support programmes for identified students
- Where appropriate, support, manage and provide training for other colleagues in implementing the Academy Attendance Policy
- Manage and monitor the implementation of the school's registration system for every teaching session as well as morning and afternoon statutory registration.
- Analyse data with regards to target setting, tracking and monitoring students' attendance and punctuality

- Ensure that analysis of attendance and response to issues is updated every week and reported to the Principal
- You will be expected to train as a Deputy Safeguarding Lead, undertaking responsibilities for child protection across the Academy, in collaboration with the Designated Safeguarding Lead
- Be fully aware of and carry out work in line with Child Protection Procedures. This may involve attending case conferences and strategy meetings, core groups or other meetings in relation to child protection cases

Additional Duties

- Any other duties as may reasonably be requested by the Principal. The above duties do not define or include all tasks required of the post holder, duties and responsibilities may vary without changing the level of responsibility

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2021 where required