



Job Description

POST:	Attendance Administration Officer
GRADE:	Grade 3
RESPONSIBLE TO:	Leadership Link
WORKING PATTERN:	Term Time 37 hours per week plus 2 weeks

Purpose of the job:

To improve school attendance through the effective working with students, families, pastoral support teams and other agencies, analysing data to guide interventions and evaluating their impact.

MAIN DUTIES AND RESPONSIBILITIES

Attendance

1. To maintain school records using the school MIS system and other electronic and paper systems relating to pupil attendance records, in line with school and GDPR protocols.
2. To produce attendance data as and when required.
3. Be fully aware of the school safeguarding and child protection policies and procedures and strictly adhere to such policies.
4. To respond to requests for data from staff in the school and assist in the interpretation of such data and information.
5. To work with form tutors to supply accurate student attendance data.
6. To monitor and track data on attendance and attainment and to use this data to support identified groups of students to improve attendance.
7. To monitor and evaluate attendance and punctuality data to review the success of the school policies and initiatives to improve the attendance and punctuality of students where this is of concern.
8. In cases of poor school attendance and / or welfare issues to be proactive in assessing the situation and working alongside the pastoral team, staff, and external agencies where students may need additional support.
9. To offer general advice to parents and schools on attendance matters.

7. To maintain regular contact and establish positive relationships with families/carers of children in need of extra support, to keep them informed of the child's needs and progress and to encourage positive family support and involvement.
8. Proactively maintain and develop contacts with statutory, voluntary, and external agencies.
9. Communicate attendance procedures to staff and support their understanding of these procedures to ensure adherence to the school's policies and processes with regards to the management of attendance problems and awareness of support programmes in place.
10. Liaise with a range of health and other agencies seeking advice and support on behalf of students with specific concerns which may affect their attendance at school, under the direction of a member of the leadership team.
11. Liaise with the leadership team, SENCO, staff, and the Local Authority to contribute to the review and development of school policies and processes relating to attendance management, ensuring adherence to DfE guidelines and school policies.
12. Evaluate the success of support initiatives regarding attendance.
13. To liaise with Staff, Student Support Services, ISA, Social Services, Health and Family Support services as appropriate to identify students at risk of disaffection.
14. To have knowledge and appreciation of the range of activities, course, opportunities, organisations, and individuals that could be drawn upon to provide extra support for students.
16. Work proactively with school staff and other professionals to devise and monitor alternative education packages for disaffected or underachieving students within the social inclusion guidelines.

Admissions

1. Responsible for maintaining accurate pupil records, ensuring all new students joining the school and those leaving are recorded appropriately on the school's administration systems.
2. In conjunction with school staff and external agencies as appropriate, to participate in the comprehensive assessment of new students to identify those in need of extra help to overcome barriers to learning.
3. To support and identify children and parents in transition, at all phases as appropriate to ensure effective engagement in education.

Other

1. Maintain high standards of confidentiality at all times.
2. Always model the values and ethos of the Arthur Terry Learning Partnership and the school and in accordance with being in a Position of Trust.
3. Proactively engage with the appraisal and staff development opportunities.
3. Encourage students to engage in out of school hours motivational learning opportunities.
4. Carry out administrative tasks associated with all the above duties.

5. Be aware of and adhere all relevant Arthur Terry Learning Partnership, school working practices, policies and procedures.
6. The post holder is responsible for his/her own self development on a continuous basis.
7. To be aware of and adhere to regulations, legislation and procedures including the Arthur Terry Learning Partnership's and schools such as Equal Opportunities Policy, Staff Code of Conduct, Health and Safety, GDPR policies.
8. To undertake other duties appropriate to the grading of the post as required.