



"If you can believe, all things are possible to those who believe."

**Mark 9:23**

### **JOB DESCRIPTION – Attendance Officer**

Job title: Attendance Officer

Grade: SCP 10 - 13

Hours: 35 hours per week

Accountable to: Director of Well-being

#### **Role:**

Under the direction of the Director of Well-being the post holder will contribute to the implementation of the Trust strategic priorities relating to pupil attendance. The post holder will contribute to the key objective of the Trust Development and Improvement Plan by: assisting the Family Support Workers with the management and organisation of the school in seeking to achieve the highest standards of pupil achievement, through increasing attendance rates.

The post holder will rigorously apply the Trust's attendance policy ensuring pupils are always aiming for 97% attendance.

They will be required to support pupils and families by working with local agencies, educational partners and providers; collaborating with other staff whose work includes an attendance focus. The post holder will be responsible for processing all paperwork including (but not exclusively) penalty warning letters, communication with parents and referrals to the Local Authority.

#### **Responsible for:**

Improving attendance, so that it is at least in line with the national averages.

NB: All post-holders at the Three Saints Trust are responsible for improving the outcomes for learners and upholding the ethos of the schools. Keeping children safe in education and the guidance for safer working practice

#### **General Duties and Responsibilities:**

- To monitor attendance across the schools in conjunction with the FSW's, identifying and prioritising focus areas.
- To produce and send letters regarding attendance / lateness and punctuality
- To provide high quality administration in relation to (but not exclusively) to Penalty Warning Letters, referrals to the Local Authority and communication with parents.

- To maintain the monitoring of progress of legal Orders, Parenting Orders and School Attendance contract and any legal orders.
- To monitor the process of monitoring letters and fines.
- To manage attendance meetings at the family home and academy, discuss and support with attendance issues. Complete and record School Attendance Panel meetings including the outcome.
- To attend and provide information for meetings regular school attendance meetings.
- Start and maintain attendance case files and track progress of targeted pupils.
- Conduct and record welfare checks in line with Trust protocol.
- To plan and agree strategies to target improvements in attendance for specific pupils.
- To keep meticulous records of actions and outcomes, which may be called upon in court cases
- To proactively and independently manage a caseload as agreed with the Director of Well-being.
- To be available as a point of contact for families
- To ensure the Children Missing Education procedure is followed by the schools, and request is processed in a timely manner.
- Collaborate with the Local Authority to facilitate the success of fines and prosecutions
- Attend safeguarding meetings across various LA thresholds if required to do so.
- Track and monitor the persistent absence of pupils.
- Hold parental meetings where necessary as a strategy to improve attendance and build positive relationships
- Reinforce expectations of attendance through daily monitoring calls and attendance meetings
- Ensure contacts are logged using the Trust's system (Arbor) and record keeping utilising CPOMS

**Other duties:**

- Any other duties commensurate with the post.

**Equal Opportunities:**

- To promote equal opportunities in Education in Order that all children and families will gain optimum benefit from the service provided
- To promote and ensure that all pupils and young people are happy, healthy, safe, successful and achieve economic wellbeing

**Generic Staff Requirements:**

- Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, pupils, parents / carers and the wider community
- Adhere to the principles expressed in the aims of the Trust and its mission statement

- Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings, and putting forward ideas for improvement
- Be a positive, collaborative team member
- Apply Trust policies in all aspects of the role
- Keep up to date with all aspects of the safeguarding children policy as it applies to the post

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

All postholders are accountable through The Three Saints Trust Performance Management Policy. The Directors of the Three Saints Trust are committed to safeguarding

and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place. We are committed to safeguarding and promoting the welfare of all pupils and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

This job description will be reviewed annually.