



Diocese of Middlesbrough



Fides Caritas Unitas

# ALL SAINTS RC SCHOOL

Diocese of Middlesbrough  
Head Teacher: Mrs S L Keelan-Beardsley



## Job Description - Attendance Officer

<b>Job Title:</b>	Attendance Officer
<b>Job Purpose:</b>	Administration of all aspects of attendance in school, to support and raise attendance. To work with key pastoral workers across school to further improve attendance of students
<b>Accountable to:</b>	Assistant Headteacher (Pastoral)
<b>Liaising with:</b>	Pastoral Team, CYC Attendance Officer
<b>Salary Grade:</b>	5
<b>Disclosure level:</b>	Enhanced
<b>General responsibilities and key tasks as shown below:</b>	
<b>Main (Core) Duties</b>	<ul style="list-style-type: none"> <li>• Liaise with parents / carers and follow up absences – <i>Ensure the attendance policy of the school is adhered to at all times without exception.</i></li> <li>• Responsible for daily monitoring of individual student attendance and highlight interventions/actions taken at weekly site meeting – <i>Tracking the trends of students and ensuring Learning Leaders are fully informed when key students are absent. Full use of CPOMS to list any concerns and store records from parents.</i></li> <li>• Make sure staff complete morning and afternoon registers – <i>Use of the monitor each period to prompt any staff who have not completed registers and report repeat offenders to the Line Manager.</i></li> </ul>

	<ul style="list-style-type: none"> <li>• Produce and analyse attendance data to identify students who are persistent absentees, or at risk of becoming a persistent absentee. – <i>Tracking of trends and reporting to the pastoral team.</i></li> <li>• Provide training and support for Form Tutors and Learning Leaders so that they proactively improve attendance with students in their care- <i>Presenting where necessary at staff meetings as requested. Supporting with expertise the queries of staff.</i></li> <li>• <i>Attend year group assemblies to positively promote student attendance, including monthly attendance draw.</i></li> <li>• <i>Organise attendance rewards in line with school policy.</i></li> <li>• <i>Administration of attendance letters/post cards – Agree the attendance letters to be issued each week, with Learning Leader.</i></li> <li>• <i>Meet with parents of students where concerns have been raised re attendance – formulate action plans and monitoring arrangements.</i></li> <li>• <i>Monitor late students and arrange after school ‘late’ detentions. In line with the school policy.</i></li> <li>• <i>Organisation of Governor Attendance Panel meetings and associated administrative work – Liaise with governors to coordinate dates, provide relevant paperwork, with support from Assistant Headteacher.</i></li> <li>• <i>Minute taking of various meetings including Governor Attendance Panel.</i></li> <li>• <i>Provide attendance reports for Looked After Children for Virtual Learning School</i></li> <li>• <i>Attend training sessions as and when required</i></li> <li>• <i>Working with SLT/Learning Leaders/Pastoral Leader to conduct home visits where required.</i></li> <li>• <i>In conjunction with SLT/Learning Leader and pastoral leaders implement strategies for ensuring persistent absenteeism is reduced. (Driving license essential)</i></li> <li>• <i>Work directly with the Local Authority Team – Attend all LA meetings on behalf of the school and work with the LA to manage and proceed with fines.</i></li> </ul>
<p><b>Performance Review</b></p>	<p>The Attendance Officer will have an annual performance review in line with the school’s performance management policy (for further details see the Performance Management Policy). This will take place each year and will make a recommendation as to any salary increase.</p>

<b>Knowledge &amp; Skills</b>	<p>Grade C or above in English and Mathematics at GCSE or equivalent</p> <p>Ability to use, or undertake training for the schools Management Information System (BROMCOM) or similar</p> <p>A clear understanding of National Attendance legalities as laid out by the DFE</p>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• To communicate effectively with the parents of students as appropriate.</li> <li>• Where appropriate, to communicate and co-operate with persons or bodies outside the school.</li> <li>• To follow agreed policies for communications in the school.</li> </ul>
<b>Other Specific Duties:</b>	
<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive Catholic mission and ethos and to encourage staff and students to follow this example.</li> <li>• To support the school in meeting its legal requirements for worship.</li> <li>• To promote actively the school's corporate policies.</li> <li>• To continue personal development as agreed.</li> <li>• To comply with the school's Health and safety policy and undertake risk assessments as appropriate.</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	