

Job Description: Attendance Officer

Reports to:	Member of the Leadership Team in Charge of Attendance
Hours:	40 hours per week, term time only (39 weeks per year plus 40 hours worked across school holidays, annualised hours contract Permanent Contract
Salary:	Ark Support Staff Band 7 (Outside London) £25,409-£31,099

Purpose of the Post:

- To promote positive attitudes towards Academy attendance on the part of students and their parents / carers and so ensure that students are present at the Academy so as to derive maximum benefit from their education.
- To support vulnerable students and their families to ensure attendance and punctuality are above the national average to drive forwards progress and attainment.

Equal Opportunities:

The Academy has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

Duties and Responsibilities:

- To implement, with consultation, a programme of regular monitoring of Academy attendance and punctuality. To consult, advise and support senior staff and other Academy staff on current Academy attendance, absences and punctuality. To consider a range of actions and alternatives and recommend implementation to the Line Manager.
- To devise in-academy activities to promote the attendance of individual students. These may include gradual re-integration into the Academy through part timetables, in-academy meetings with welfare / Learning Mentors and facilitating support groups of problem attendees, and other appropriate activities suitable to individual circumstances.
- To assist the Academy in identifying students with problems, assess the underlying causes of poor attendance and punctuality in individual cases and target resources by effective intervention to maximise attendance and improve punctuality. Effective intervention will involve liaison with parents / carers and may involve social services or other agencies to address the specific needs of

individual children. It will also involve devising and developing a range of alternative actions to promote attendance.

- To work with senior staff, the Welfare Team and tutors to ensure that punctuality continues to improve.
- To visit families or invite families into the Academy, and keep a record of these visits, in order to pursue concerns about attendance and other welfare issues. To formulate during such visits strategies for dealing with the issue, to propose an appropriate strategy to the family and to deal with the consequences.
- To have a working knowledge of relevant legislation which has a significant influence on the functions of the Education Welfare Service. Be able to advise the Principal, students, academy staff and parents / carers on the implications of such legislation and its practical application to schools, students and their parents / carers. The relevant legislation includes The Children Act, The Education Act, and Children and Young Persons Act.
- To provide students and parents / carers with an effective advice and support service, employing listening skills in the provision of the above. Liaise between a student's home and Academy, involving other support agencies as appropriate, including social services, educational psychologists, the Tuition Service, and medical and counselling services.
- To have an understanding of the relevant aims and practices (including anti-bullying schemes) of the school. To be familiar with the Behaviour Policy in the Academy so that accurate advice and information can be imparted to parents when visiting homes as the representative of the Academy.
- To make enquiries about allegations of bullying by parents / carers and assist in the resolution of any resultant disagreements between the school and parents / carers.
- On a day to day basis to be knowledgeable about the educational guidelines on child protection in order to advise academy staff and also ensure all child protection issues are dealt with according to laid down Area Child Protection Procedures. The nominated child protection officer and the Education Welfare Officers have responsibility for the decision to process all Education Child Protection referrals to Social Services.
- To represent the Academy at child protection case conferences convened under the Children Act 1989, where attendance concerns exist. Participate in core group meetings to plan and advise on future action. Implement core group recommendations in the field of attendance and education.
- To have a working knowledge of legislation and local byelaws on child employment. Issue child employment work permits where appropriate. Offer advice to applicants, employers and schools and monitor the process.
- To assist in the training of Academy staff in respect of attendance (including court proceedings and registers / electronic systems).

- To prepare cases of non-school attendance for the attention of the Exclusion, Behaviour and local authority panels.
- To prepare and assist under s 444 of the Education Act 1996 cases of non-school attendance for Magistrates Court. Attend and give evidence in court.
- To prepare and assist under s 36 of the Children Act 1989 applications for Education Supervision Orders to the Family Proceedings Court.
- To develop and promote a good working relationship with the local authority staff with responsibilities for attendance.
- Effectively maintain lines of communication often in confrontational situations.
- To act as negotiator between the Academy and parents / carers and students etc.
- To mediate between Academy, parents / carers and students. This would include initiating and participating in meetings to discuss ways of resolving problems which are affecting a child's attendance.
- To have to make value judgements in circumstances where pursuing legal action would be considered detrimental to the child's welfare.
- To have an understanding of and ability to work with children from different cultures.
- To assist with the whole Academy's behaviour management policy.
- Be a mentor for a very small number of students, if required to do so.
- To carry out residence checks on behalf of the Academy to confirm that a family is resident where they state to be resident.
- To liaise with travelling and refugee families to ensure children access and benefit from education.
- To endorse, uphold and promote the Academy's Equal Opportunity policy.
- To develop communication with the cluster primary staff, who have responsibility for attendance.
- To develop the Academy's inter-agencies work, in relation to Extended Schools.
- To undertake other relevant duties which may be required from time to time.
- To assist in the preparation of regular reports for governors on attendance and punctuality.

Person specification: Attendance Officer

Knowledge and Experience

- Experience relevant to the post.
- Ability to work with children, adolescents, parents / carers.
- Experience of working with confidential matters
- Ability to work as part of a team.

Skills and attributes

We are looking for these skills and attributes or at the very least, a clear, demonstrable capacity to develop them:

Leadership

- Effective team worker.
- Genuine passion and a belief in the potential of every pupil.
- Motivation to continually improve standards and achieve excellence.
- Commitment to the safeguarding and welfare of all pupils.

Systems and Organisation

- Has excellent communication, planning and organisational skills.
- Demonstrates sustained commitment to improving standards of achievement.

Alignment with Ark Boulton's approach

- Relentless drive to ensure all students succeed.
- The belief that all of our pupils are able to excel and go onto university, higher level apprenticeship or a career of their choice.
- The courage and conviction to make a difference.

Communication

- The ability to listen and communicate effectively.
- Empathy and the ability to understand the needs, aspirations and motivation of diverse individuals and groups.
- The ability to influence and motivate others.

Resilience

- Sustain energy, optimism and motivation in the face of pressure and setbacks.
- Stay calm in difficult situations and maintain clarity of vision.
- Be adaptable in the face of adversity.

Results and learning orientation

- Awareness of own strengths and limits.
- Commitment to ongoing improvement and learning.
- Focus on achieving challenging goals and results.
- Resourcefulness and flexibility in delivering outcomes.

Other

- Commitment to promoting and securing diversity and inclusion
- Willingness to undertake training
- This post is subject to an enhanced DBS check