

Job Description: Attendance Officer

Reports to:	DDSL & Attendance Manager
Start date:	September 2024
Location:	Ark Evelyn Grace Academy, Shakespeare Road, SE24 0QN
Contract:	Permanent
Salary	Support 5

The Role:

The Attendance Officer will work with the Safeguarding Team to implement the Attendance Policy and follow up on non-attendance. The role will also involve leading on case work and carrying out the administration around follow up, working with Educational Welfare where appropriate.

Key Responsibilities:

- Ensure that accurate attendance registers are maintained by all staff and all attendance record keeping is up to date and complies with statutory duties.
- Monitor and report on student absence and attendance.
- Ensure that all stakeholders complete and record actions as detailed in the attendance policy.
- Implement the procedure in place for taking students off roll so that all parties involved in the process understand their role and fulfil their responsibilities.
- Liaise with all pastoral staff in order to secure high attendance and good rates of punctuality.
- Provide support to hard to reach families and vulnerable students so that positive relationships of trust are created and maintained
- Work with EWO where court action and penalty fines are required
- Work with PA students and those at risk of becoming PA to ensure their attendance is raised and they become more positive about school.
- Prepare attendance presentations and reports, including those for LGB.

Academy Culture

- Embody the values of the Culture Compass.
- Support the Academy's values and ethos by contributing to the development and implementation of policies, practices and procedures
- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships

Other

- To undertake any other responsibilities as directed by the Principal

Role review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. These responsibilities will be discussed annually as part of the post holder's annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the post holder subject to the Principal's approval.

Person Specification: Attendance Officer

Qualification Criteria

- Qualified to degree level and above (desired but not essential)
- Recent professional development.

Experience

- Experience of working in attendance.

Behaviours and attitude

- Model professionalism and high expectations at all times
- Contribute to the coordination of vision and strategy for the academy
- Demonstrate professionalism, integrity, perseverance and ambition to drive up standards.
- Evidence of the skills and competencies to develop effective relationships with parents, the community and other stakeholders

Leadership and Management

- Work in close harmony with the DDSL and DSL.
- Demonstrate strong interpersonal, written and oral communication skills.
- Take personal responsibility for actions.
- Resilient and motivated to deal with day-to-day challenges.
- Genuine passion and a belief in the potential of every student
- Commitment to the safeguarding and welfare of all students

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.