



## **Attendance Officer**

### **Job Description**

**POST TITLE:** Attendance Officer (office based with occasional home visits when required)  
**GRADE:** Grade 7

**RESPONSIBLE TO:** Senior Leader for Attendance

### **Purpose of the job**

The person appointed will be responsible to the Headteacher under the leadership and management of the Senior Leader responsible for Attendance.

The post holder will work in close liaison with school-based staff, in particular, the Heads of House and Senior Leadership Team to fulfil the core responsibility for effective support for students' attendance. You will work closely with the Senior Leadership Team to manage and organise cover for absent staff, ensuring continuity in teaching and learning.

### **Attendance**

- Providing support to the Senior Leader responsible for Attendance with regards to the school and Trust Attendance Strategy, which includes providing continuity of education for those removed from lessons
- Support effective reintegration of students following suspensions and/or extended absence
- Working with key staff in assisting with the management of complex admissions
- Monitoring daily attendance across the school, identifying any patterns or wider issues identified over time to formulate a strategic plan to improve attendance
- To work with other colleagues in maintaining and reporting on Quality Assurance within Attendance
- Ensure policies are followed in line with governmental and Trust guidance. Adhering to the daily and weekly actions prescribed.
- Develop practices which promote high achievement and positive attitudes towards school through effective support for students' learning
- In liaison with key school personnel, assist in the development of Pastoral Support Plans, particularly with reference to Attendance
- Liaise with appropriate staff over the reintegration of students to normal timetable after a period of time in the Inclusion Base when required
- Proactively in challenging students and parents where students are not present, not on time and not in lessons to ensure that all learning opportunities are maximised.
- Act as a first aider (training provided)
- Establish constructive relationships with carers/parents, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links

- Attend courses and training as appropriate to the role
- Develop and deliver training and CPD to staff on a whole school basis
- Responsible for the line and performance management of other staff within the attendance team
- Make home visits as appropriate
- Monitor and improve school structures around attendance being taken accurately and in a timely fashion
- Take a lead role in the development, implementation and monitoring of systems relating to attendance and integration e.g. Registration, truancy, pastoral systems etc.
- To develop strong working relationships with the Pastoral team to identify and support student absence issues.