



DARRICK WOOD SCHOOL

RESPECT | RESPONSIBILITY | HONESTY

Job Description – Attendance Officer 31st August 2022

JOB TITLE:	Attendance Officer
SALARY:	Starts at a range from Scale 5 Point 11 £25128 pro rata £20386.44 actual pa, depending upon experience
HOURS:	35 hours per week (8.00am – 4.00pm Monday to Friday with one hour total break per day)
WEEKS:	Term time only plus one PD day (38.2 weeks). Must be flexible and be available to attend occasional staff meetings (one hour 4-5pm)
REPORTS TO:	Assistant Head Teacher

GENERAL EXPECTATIONS

The Attendance Officer's role is to ensure that the attendance of the pupils at school is kept at a high level. To monitor and report on whole school attendance data, analysing data to identify key areas of concern. To work closely with pupils, staff, parents/carers, EWO and the LA to reduce the levels of absence.

PERSON SPECIFICATION

- Confident, organised, proactive and self-motivated
- Ability to remain calm in challenging situations
- Ability to establish a rapport with young people
- Good communication skills
- Capable of managing workloads and prioritising
- Good IT skills (Excel, Word)
- Interest / understanding of medical / emotional issues for young people
- Previous experience of working with young people
- Ability to work within a team and independently
- Committed to safeguarding, equality, diversity, and inclusion

DUTIES - ATTENDANCE

Administration

- Follow up with staff members about incomplete or inaccurate registers
- Follow up on any unexplained absences where there is no response to welfare text, with parents / carers, escalating issues as appropriate in line with school procedures
- To check 'missing' pupils are in their lesson when required
- Maintain accurate records of communications with parents / carers and relevant interventions
- Sending letters to parents / carers regarding attendance matters



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- Ensure tracking data is kept up to date on pupils with low attendance
- Preparing and distributing attendance and punctuality certificates
- To ensure staff are aware of attendance procedures and registration issues
- Follow up with staff and their Line Managers regarding missing AM/PM registers, lesson registers and any conflicting marks
- To arrange, when necessary, meetings with parents / carers
- Attend staff meetings, such as Year Team meetings and ensure all in the School are aware and trained to follow attendance procedures effectively
- To be prepared to complete 'home' visits if required

Monitoring and Reporting

- To monitor and improve pupil attendance and punctuality in accordance with school policies, systems, and procedures
- Produce statistics regarding Lates
- Track attendance for vulnerable groups and ensure the appropriate staff are kept up dated
- Liaise with SEND / Deaf Centre regarding attendance concerns
- Identify pupils that need additional support to improve their attendance
- Liaising with the Educational Welfare Officer to ensure prompt, consistent and rigorous intervention with poor attendance
- To produce attendance information for senior staff, pastoral staff, Education Welfare Officer, and safeguarding team
- Work with EWO and relevant staff to help implement interventions
- Ensure that GDPR requirements are met

Safeguarding

- Work in line with statutory safeguarding guidance (Keeping Children Safe in Education) and our safeguarding and child protection policies.
- Work with the designated safeguarding team to promote the best interests of pupils, including sharing areas of concern

General

- Build positive relations with parents / carers to encourage family involvement in their child's attendance
- In liaison with pastoral teams and SLT, to promote good attendance and punctuality across the School and to support interventions (e.g. attendance panels, Emotionally Based School Avoidance Workshops)
- To liaise with Pupil Services to ensure pupils are signing in and out during the school day
- To undertake any other duties as reasonably required

Equal Opportunities

Darrick Wood School is an equal opportunities employer and welcomes applications from all suitably qualified candidates. As a provider of employment and education, we value the diversity of our staff and students, and all our staff are equally valued and respected.