JOB DESCRIPTION

Job Title: Attendance Officer

Grade: Grade 3 (£20,344pa-£26,317pa) + £1,507 TA SEN Allowance (36.5 per week + banked hours)

Purpose of Job Role:
- The Attendance Officer will work in partnership with Centre staff, parents, pupils and other professionals to promote excellent school attendance, challenge non-attendance, and reduce the impact of educational disadvantage, enabling all children to access education.

It is important to:
- Promote and support high levels of attendance, to support pupils in achieving to their fullest potential
- Promote a positive attendance and punctuality culture

Duties and Responsibilities:
- To work in partnership with parents, young people and other professionals to promote Academy attendance and pupil wellbeing.
- To promote and safeguard the welfare of children and young people
- To raise achievement and enable children and young people to have full access to educational opportunities and engage in learning
- To work in a supportive and non-judgemental way to achieve the best possible outcomes for children
- To ensure that families have access to the full-range of support services in consultation and agreement with Centre Leaders and other professionals
- To establish and maintain effective professional relationships with staff, pupils and parents
- To undertake home visits as appropriate in alignment with academy policies
- To support the development of early help interventions for children and young people in line with current Birmingham Safeguarding Children Board priorities
- To keep and maintain accurate records of all interventions and produce and analyse relevant data
- To measure progress for individuals against personalised challenging targets, in line with the Academy’s aims and expectations
- To be persistent and motivational in approach, adopting creative strategies to target individual need including the development of attendance action plans.
- To review and develop own professional practice in line with current performance management systems and processes
- To engage in professional development opportunities where directed and appropriate, adhering to the principle of performance management
- To perform other duties such as the Centre Leaders or Principal may determine
- To ensure that all tasks are carried out with regard to safeguarding, health and safety
- To adhere to the ethos of the Academy
Specific conditions:
- Hours to be worked during term time only + banked hours
- No leave to be taken during term time
- May be required to work at any other sites within James Brindley as the needs of the Academy dictate.
- Ability to drive between sites and to pupils’ homes and must have use of a roadworthy vehicle and current business use insurance for vehicle

Other responsibilities:

1. Take personal responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
2. Undertake and participate in relevant CPD and appraisal arrangements.
3. Follow all organisational systems and procedures.
4. Abide by and adhere to all academy policies and practice including health and safety.
5. Support and promote diversity and equality of opportunity for all.
6. Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual pupils, staff and/or associated organisations.
7. Promote and support inclusive practice.
8. Promote the agreed vision and aims of the Academy.
9. Set an example of personal integrity and professionalism in line with the staff Code of Conduct.
10. To perform other such duties as the line manager, Assistant Principal, Vice Principal or Principal may from time to time determine.

By signing this Job Description, you are also consenting to disclose any warnings, convictions, actuations and reprimands whilst in employment as soon as it is practically possible.
New post holders are also consenting to annually renew their Update Service subscription.

Team/s:
Responsible to:
Responsible for:

Job description issued after consultation .........................................................
Date .................................
Signature of the Principal

Copy received by ...........................................................
Date .................................
Signature of the Post holder