

Job Description

All Saints Catholic High School

Title of Post	Attendance Officer
Responsible To	Assistant Headteacher – Mission and Ethos, Attendance
Grade	Grade 4, Scale Points 7 – 12 pro rata
Hours	Post 1 : 4 days per week for 41 weeks per year Post 2 : 3 days per week for 41 weeks per year
Contract	Permanent

Purpose of the Role

- To work as part of the school team to improve student attendance to further raise student achievement
- To ensure the collection of accurate attendance data for all students (Y7-13)
- To provide accurate and current data on student attendance to the Inclusion Team and other parties as required
- To establish and maintain a productive communication regime with parents and other agencies including sending standard notifications as required
- Promoting positive attitudes by students and families towards education and ensuring parents are aware of their statutory responsibilities, particularly where there is persistent and severe absence
- To undertake other duties as requested which are an extension of or an amendment to the particular responsibilities stated above

Key Tasks to Achieve Outcomes

- Maintain clear and accurate data systems for student attendance and punctuality and follow up on unexplained absences
- To quickly identify Missing Students during the school day, or Attendance concerns and instigate appropriate actions, particularly those in Safeguarding
- To manage, maintain and monitor effective records for students, including those who are vulnerable, those involved with Fair Access/Offsite Direction initiatives, on Reduced Timetables, in Counselling and Interventions, on Educational Visits, in exams, on leave of absence
- To work with the Attendance Lead, Inclusion Team and Attendance and Family Liaison Officer to support young people with Attendance
- Make contact with parents on the first day of absence and follow up on continuing absences
- Dialogue with key staff regularly to identify students at risk of poor attendance so that effective intervention strategies can be implemented

Key Tasks to Achieve Outcomes

- Input data into the student database ready for September start each year and be proactive in maintaining its accuracy
- Supply Inclusion Team, Leadership Team and Governors with accurate and appropriate data concerning students' attendance and punctuality
- To process parental requests for term -time leave
- To respond to the requirements of the School's Attendance Policy
- To offer general advice to parents and carers on Attendance matters

Indicators of Performance

- Data systems for student attendance and punctuality are maintained accurately and are up-to-date
- Attendance and punctuality challenges are identified at an early stage and are dealt with effectively
- Regular dialogue with key staff take place and enable speedy and effective action to take place
- Student database is accurate and is maintained throughout the year so that Census data can be captured accurately
- Attendance and punctuality targets are regularly reviewed and action is taken
- Inclusion Team has access to accurate and appropriate data concerning students' attendance, punctuality personal details

The Associate Assistant Headteacher – Attendance will review performance by:

- Analysing figures on attendance
- Analysing figures relating to rewards to students
- Checking student database entries
- Quality Assurance measures

and by receiving information from the Inclusion Team.