

**Springwell Leeds Academy
Attendance Officer – Job Description**

JOB TITLE: Attendance Officer	SCALE: Please refer to advert
RESPONSIBLE TO: SLT Attendance Lead	
EMPLOYEE SUPERVISION: N/A	

Purpose of Post:

- * The Attendance Officer will support families, enabling their children to attend school, as well as fostering positive relationships with young people. Partnership working will involve high challenge and high support.
- * The Attendance Officer will work directly with parents in a non-judgemental way empowering them and the families to get the most out of the educational opportunities available, by attending school.
- * Attendance Officers will focus their work on preventative and early intervention activities, with regards to attendance.
- * Play a lead role in increasing attendance on site

Key Areas:

- Support for pupils and their carers
- Support for teachers
- Support for curriculum
- Support for the school

School Attendance

1. To identify with parents reasons for their children's non-attendance, and to work with parents and others to achieve regular attendance.
2. Give close attention to early identification and prevention of absence habits.
3. Work with parents to identify why their children are not achieving full attendance. Ascertain the probable causes of the absences and suggest and assist in the implementation of plans/action to resolve the situation, working closely with school staff, the child and the child's family.
4. Work closely with Senior Leaders, Class Teams and PSAs.
5. Carry out daily home visits to support parents in encouraging their children to maintain full and regular attendance, and bring children into school as needed.
6. Deliver training as required to staff and parents around fostering good attendance habits.
7. Develop and maintain school systems around attendance, including a high degree of accuracy on statutory reporting/data.
8. Communicate attendance data to relevant stakeholders, including weekly class updates to drive standards.
9. Lead celebration of attendance successes at whole school level, including displays and assembly updates.
10. To be an advocate for student voice in terms of attendance.
11. To undertake welfare visits to safeguard those with low attendance, those accessing community learning and those on PCAPS.

Reporting

12. Keep timely and accurate records and all documentation pertaining to meetings/contact with children and young people and their families.
13. Conduct reviews and assessment of the effectiveness of the work being carried out including evaluation of attendance data and trends.
14. Keep informed records of all action taken to improve the attendance of pupils.
15. Keep accurate records of any safeguarding concerns/actions arising from this work.
16. Produce case studies of best practice to share across sites.
17. Engage fully with the Arbor app, promoting to staff and parents as a key attendance communication tool.

Training and Supervision

18. Attend training
19. Attend supervision

Other Standard Clauses

20. Any other duties and responsibilities within the range of the salary grade, as directed by Senior Leaders.
21. All duties and responsibilities must be carried out with due regard to the Council's existing policies such as Child Protection, Health and Safety, Equal Opportunities and Data Protection etc.

General

22. Demonstrating a commitment to the values and principles which underpin the school and to continuous improvement in all aspects of its work;
23. Contributing to a shared vision, and an imaginative and proactive response to the needs of staff and learners in the school by being a good role model; having high professional standards;
24. Enjoying working *with* other people, seeking to develop as part of a team as well as individually, and wanting to work in ways that encourage the sharing of ideas and information, and the widening of expertise;
25. Demonstrating a commitment to quality in every aspect of school life; being prepared to "walk the extra mile" without having to be asked to do so.
26. To undertake any other duties, commensurate within the grade, at the discretion of the Principal
27. The post holder must have a clean driving license, their own vehicle plus business insurance, and be willing to transport students.

Date Job Description Revised:

--

General

33. To develop and promote high standards throughout the Academy.

Other

34. To attend an induction programme as set out by school in order to have the foundations to complete the role.

35. To commit to an additional programme of CPD as appropriate.

36. To undertake any other duties, commensurate within the grade, at the discretion of the Associate Principal.

37. Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection, Data Protection and Financial Regulations policies and procedures.

38. Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

Date Job Description Revised: