

Job Description

Job Title: Attendance Improvement Officer

Grade: Band G (salary details at appendix 2)

Hours: 37 hours weekly / 41 weeks per year

Reporting to: Admin and Planning Manager

Principal contacts: Inclusion Lead, Attendance Support Room, Admissions Administrator, SENCo, College Leaders, Form Tutors, Students, and other professionals working in school as appropriate. Contact with professionals outside of the school environment, such as external agencies.

Main Purpose of Job

- To promote the school's policies, procedures and working practices relating to the support and management of students' attendance at school.
- To be responsible for the administration and tracking of attendance and facilitating support programmes to address attendance problems.
- To be part of the wider team whose aim is focused on improving attendance.
- To provide accurate, and timely reports for those who require attendance data and information.

Key areas and activities

1. Registers

- To act as one of the legal holders of the Admissions Roll Book and Roll-Call Register for the school.
- To be responsible for holding and distributing registers and absence reports and maintaining accurate registration details.
- To ensure the daily fire registers are produced accurately and in a timely manner through the management of the Attendance Support Administrator.
- To be responsible for keeping accurate, additional backup copies of the admissions and attendance register on a monthly basis in the form of an electronic or printed copy in accordance with the school's Business Continuity Plan and DfE expectation.

2. Late Door

- To monitor and challenge students arriving late to school (to be at the school entrance door from 8.40a.m – 9.00a.m) and take pro-active action with parents/students for those who arrive persistently late and to set the appropriate sanction.
- To invite parents into school to set a school punctuality target when appropriate

3. Absence Monitoring

- To ensure all student categories are recorded and monitored accurately
- To ensure students on an agreed reduced timetable are documented and coded appropriately in line with DfE guidance.
- To clear the absence line promptly in the morning and to chase missing class registers.
- Complete 'First Day Calling' safeguarding procedures – to ensure all parents/carers of absent students are informed at the earliest opportunity.
- To send N code absence report to tutors and College Leaders on a Friday weekly, to highlight patterns of absence, as a guide for tutor engagement the following week.
- To actively and rigorously challenge poor attendance and poor punctuality with students and parent/carer.

- Contact parents via phone calls/emails/letters to discuss a student's absence profile of concern, highlighting to parents/carers pattern of absence.
- To organise Attendance Pastoral Support Meetings to take place in school and to set a formal school attendance target where persistent absence continues to occur without genuine reason
- To report all 'students of concern' & patterns of absence to the tutor and College Leader/ Progress Leader *when appropriate*; monitor these levels and decide on appropriate action for each student (daily student absences are on average 90 per day).
- To monitor students at risk of persistent absence (below 92%), persistent absence (below 90%) and severe absence (below 50%) as a priority
- To maintain the student medical evidence folder on behalf of the school and contact parent/carer to request medical evidence to support repeating absences when necessary.
- To send out the appropriate correspondence to parents/carers regarding the non-attendance of students.
- To monitor all 'Child Missing Education' students – any child who has been missing from education for 10 days must be reported to the L.A using the correct procedure.
- Make calls home/email/send letter to request student attends school site to undertake safe & well check
- Update a weekly monitoring log of safeguarding calls/meetings with students to ensure timely referral for CME to Warwickshire County Council.
- To act as the main point of contact for parent/carer who may be considering EHE. Discuss the school EHE information sheet and ensure DfE compliance by obtaining the legally required de-registration documents from parent/carer
- Process the WCC school exit form for EHE in a timely manner. Monitor the 'cooling off' period and request staff to remove the student from the school roll at the appropriate time.

4. Pastoral

- Support student and families with complex needs in some cases, to develop supportive action plans to improve attendance with possible contributions to Early Help meetings
- To organise and attend weekly College Leader attendance meetings (x3). Produce appropriate data reports and develop strategies to support students of concern. Understanding the needs of the student is paramount to change the 'absence habit' to secure attendance improvements.
- Attend the weekly Inclusion Panel meeting and follow through on any attendance matters that relate to individual students.
- To network with external health/support, CME, EHE, FSW, Social Worker, WAS agencies on a regular basis.
- To offer support to students as requested by individuals or where there are concerns for a student's wellbeing in order to identify underlying issues affecting students' attendance, and to pass on information to parents and the pastoral team in accordance with the school's pastoral policies and procedures.
- To record student attendance and absence concerns on MyConcern when appropriate
- To conduct home visits when appropriate in liaison with College Leader or Educational Welfare Coordinator.
- To complete safe & well safeguarding checks when required to comply with WCC Child Missing Education protocol.

5. Attendance Data and Information

- To ensure all data stored is accurate and up to date. To ensure the utmost confidentiality with regard to such data and information
- To support the annual external Audit - 1 day per year
- To maintain a range of school records and data relating to student attendance records. To respond to requests for such data from senior leaders, SENCO's, auditors, Ofsted etc and assist in the interpretation of such data and information.
- To be responsible for maintaining accurate student records on attendance, ensuring all new students joining the school and those leaving have accurate attendance recorded

- Use of the MIS should be made to produce pertinent reports in an efficient manner to meet the needs of management and governors and any external agencies working for the benefit of our students:
- Report against key performance indicators plus national benchmarking data pertinent to attendance and absence, identifying trends and patterns in individual attendance and the attendance of particular groups.
- To produce the appropriate data for the weekly 'open case' catch-up with WAS Caseworker, monitor legal attendance targets, update court outcomes and notify student absence on a daily basis.
- To update the Attendance Policy on a yearly basis to ensure compliance with DfE and WAS expectations.
- To work with the school management team, the SENCO, teaching staff and any external advisers to contribute to the review and development of school policies and processes relating to attendance management
- To ensure the school website is accurate and DfE compliant in respect of attendance and absence matters at school. To provide relevant and concise information for all who may access the website.

WAS Absence of Concern Referral – Request for Guidance & Intervention.

- To produce extensive evidence to support case files for students that the school has identified as needing to be referred to the local authority for high level attendance concerns
- To keep accurate records of identified barriers to learning, action plans agreed, support strategies put in place and schedule follow up meetings.
- To participate in WAS Pre-Legal meetings in school with an allocated caseworker and parent/carer.
- To produce legal witness statements, when necessary, in respect of a failed legal attendance target, to ensure the WAS court referral process is adhered to.
- To act as the pastoral link between WAS, College Leader, Tutor, parent and student.

LOA - Leave of Absence Application.

- To assess each parental/carer absence application fairly and consistently and make appropriate approval or decline decisions using the relevant and most up to date DfE and local authority policies and procedures
- To ensure that all replies to such requests are formally made by letter to the parent/carer
- To refer all unauthorised LOA to WCC for consideration of a fixed penalty notice, keeping detailed and accurate records of all verbal/written communications with parent/carer.
- To produce legal witness statements when necessary for unpaid fixed penalty notices and also on rare occasion to represent the school in court on such matters
- To monitor and produce reports of fixed penalty notices (legal targets and LOA) data showing those paid/unpaid.
- To ensure up to date DfE, WCC, Leave of Absence and school-based absence information is sent to parents regularly

General

- To train and ensure staff are aware of the procedures and rules necessary for the correct functioning of the attendance system. To monitor ASR attendance & absence coding to ensure consistency across the Attendance Team.
- Any other duty appropriate to the general area of operation and in line with the broad range of responsibilities and aptitudes expected.

Health and Safety

- This post involves dealing with students and visitors to the school, and responsibility for own health and safety and that of others will be of key importance
- The post holder must have the moral courage to insist on appropriate safety standards within their area of influence, whilst not using Health and Safety as an excuse to water down the educational experience for the students.

Entitlement to:

- A clear management line and access to the immediate line manager.
- An annual performance review, which includes the setting of individual performance targets in line with the established school procedure.
- Time and opportunity for professional development, in an appropriate form.

Requirements

- Compliance with the Data Protection Act
- Knowledge of and compliance with relevant school policies and procedures e.g. Health & Safety, No Smoking, Acceptable Use of the Internet, procedure to gain authorisation for expenditure, privacy policies, Child Protection etc.
- Willingness to undertake training /professional development in-house or externally.
- Participation in the performance management system in force for all staff.

Notes

- Stratford-upon-Avon School reserves the right to alter the content of the job description to reflect changes to aspects of the role, without altering the general nature of the role or level of responsibility.
- The responsibilities detailed are subject to the terms and conditions laid down in the Contract of Employment for Support Staff.
- The job description summarises an indicative range of duties, responsibilities and outcomes, but does not seek to imply the relative priorities or the proportion of time to be spent on each.

Appendix 1

Support Staff Posts

Corporate

- Support your line manager or team leader as required in maintaining a customer focus, efficient working, establishment and following of operating procedures, compliance with health and safety and other regulatory requirements, identifying desirable developments, and providing clear support in general for teaching and learning, student progress and wellbeing, and any external or collaborative arrangements with which the school is involved.
- Contribute to the effective operation of support services.
- Be prepared to share good practice with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.
- As part of a team of support staff, provide assistance with the invigilation of examinations if required.
- As a member of staff working in a school setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students.

Working with Students

- As part of a team of support staff, provide assistance with a variety of other provision if required, such as supervision of private study, accompanying school visits, general staff duties etc.
- Be prepared to engage in elements of guidance or instruction to students in line with specific job role, area of interest or expertise.

Membership of Groups

- From time to time, take the opportunity to be involved in working groups, designed to enhance the learning or operational aspects of school life.

Appendix 2

Attendance Improvement Officer

Terms and Conditions of Employment specific to the post

Working Hours

The post is for 37 hours per week. The actual timings will be by agreement with the line manager, in line with general school policy.

A lunch break of 40 minutes will be taken at a mutually agreed time, by agreement with the line manager. Where 6 hours or fewer are worked per day, it may be possible to omit the lunch break.

Working weeks will be 41, comprised of 38 weeks of school term, plus 5 staff learning days, (actual dates to be designated on a year-by-year basis) plus 10 days to be worked within the school holidays.

Staff working less than a 37-hour week will work pro-rata training day hours, either pro-rata on each training day OR a pro-rata number of training days, by agreement with HR.

There is provision for additional hours worked to be taken as TOIL, or in certain cases, remunerated as long as they are for reasons connected with school development, clearly justifiable and appropriately authorised in advance.

Holidays

- a) Term-time staff are paid for a pro-rata proportion of holidays applicable to the grading of the post and the length of their service.
- b) All holidays are deemed to be taken within school holidays.
- c) The allocation of holidays against which pro-rata payment is made is 23 days for new entrants to schools, academies, or local government. 26 days after 4 years' continuous service, plus 8 Bank Holidays and 4 Statutory days

Other Benefits

- Free car parking, subject to availability
- Wellbeing employee assistance programme
- Contributory pension scheme

Remuneration

Starting salary for a full-time post at Band G (scale point 18-22) is within the range £28,598 to £31,537 starting point depending on experience and qualifications. Actual salary for hours and weeks worked is calculated as £26,046 to £28,722. Starting point depending on experience, qualifications and subject to any continuous service.

The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All positions at Stratford-upon-Avon School are subject to the Disclosure Barring Scheme.

This role is exempt from the Rehabilitation of Offenders Act 1974 and is therefore subject to an Enhanced DBS and requires a children's barred list check.