

Job Description

Job Title: Attendance Improvement Officer

Grade Band H (salary details at appendix 2)

Hours: 37 hours weekly / 40 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. Absence Monitoring

- To ensure all student categories of absence (including persistent absence and severe absence as a priority) are recorded and monitored proactively
- 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 actively and rigorously challenge poor attendance and poor punctuality with students and parent/carer.
- 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*
- To monitor all 'Child Missing Education' students and conduct safe and well checks, reporting to the LA where necessary.
- To act as the main point of contact for parent/carer who may be considering EHE. Ensuring DfE compliance by obtaining the legally required de-registration documents from parent/carer

2. Pastoral

- To organise and attend weekly College Leader attendance meetings. 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 agencies on a regular basis e.g. Warwickshire Attendance Service.
- To record student attendance and absence concerns on MyConcern when appropriate
- To conduct home visits when appropriate in liaison with relevant staff

3. Attendance Data and Information

- To maintain a range of accurate 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.
- 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 in conjunction with the school management team
- To ensure the school website is accurate and DfE compliant in respect of attendance and absence matters at school.

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

- To produce 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
- 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 local authority policies
- 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 witness statements when necessary for unpaid fixed penalty notices
- To ensure up to date WCC Leave of Absence information is sent to parents regularly

General

- To train and ensure all staff are aware of the procedures and rules necessary for the correct functioning of the attendance system.
- To cover for other members of the attendance team when necessary
- To monitor ASR attendance & absence coding to ensure consistency across the wider 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.

An unpaid 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 40, comprised of 38 weeks of school term, plus 5 staff learning days, (actual dates to be designated on a year-by-year basis) plus 5 days to be worked in agreement with line manager.

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 H (scale point 18-23) is within the range £32,578 to £35,570 starting point depending on experience and qualifications. Actual salary for hours and weeks worked is calculated as £28,944 to £31,602. 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.