

JOB DESCRIPTION

Job Title:	Attendance Officer	Reporting to:	Operations Manager
Location:	Arena Academy	Annual salary:	Grade 2a, point 3-8 £18,887 - £20,852 pro rata
Contract type:	Permanent, Term Time Only	Hours of work:	Monday – Friday 36.5 hours per week

JOB PURPOSE AND RESPONSIBILITIES

The post holder will administer, organise and manage the delivery of student attendance.

MAIN DUTIES

- Provide support for students whilst working in partnership with other agencies.
- Use excellent interpersonal skills to liaise with a range of stakeholders
- Demonstrate good listening skills, sensitivity, tact and a sympathetic yet firm manner
- Maintain accurate records and have the ability to produce data
- Work with parents/carers and their children in promoting regular attendance
- Support in short-term and long-term intervention strategies to support students and families in the varying stages of any attendance difficulties.
- Be a committed team worker, carry a caseload and work to your own initiative. Time management skills are essential given the variety of this challenging yet rewarding role
- Show an understanding of the law relating to education and childcare
- Exhibit calmness when dealing with confrontational situations
- Use ICT skills to enable effective strategic management and implementation
- Experience of court work would be an advantage, but not essential, due to the work of the Education Welfare Service in respect of its statutory duty of ensuring regular school attendance
- To embody the values, vision and ethos of Rockwood Academy and assist the Headteacher and Senior Team in delivering policy which will ensure high quality and successful outcomes
- To support the monitoring, evaluation and continuous review of the quality and effectiveness within the Academy
- To support the collaborative work across each year within the Academy
- To assist in home/academy liaison ensuring the highest level of attendance and punctuality of all students to the Academy at all times
- To be the first point of call for parents, in liaison with the Tutor, in relation to student attendance and any issues surrounding poor attendance or timekeeping

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- To ensure that parents and students understand and subscribe to the values and ethos of the Academy in relation to attendance, and stress its importance at all times
 - To encourage parents/carers to have high aspirations for their children's and of themselves and to have high expectations of them through excellent pastoral care and guidance
 - To attend meetings with parents and external agencies when required, to report incidents of absence/lateness, in collaboration with the Learning Directors and where necessary the Senior Team and Governors
 - To support necessary measures to improve good attendance through assemblies and other measures
 - To monitor short, medium, and long-term attendance patterns and report them to the Learning Directors in line with the Academy interim report system
 - To manage pupil data relating to responsibilities, analyse the trends and report significant areas to Executive Management and make suggestions for improvement
 - To implement and support home visits regarding attendance issues
 - To monitor, and amend when necessary the attendance policies for students
 - To be available for parents throughout the day
 - To suggest and implement innovative strategies aimed at improving the attendance of vulnerable groups
 - Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes
 - The jobholder is expected to observe their obligations in accordance with the Park View Educational Trust Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Child Protection Procedure can be obtained from the jobholder's line manager.
 - No responsibility for staff. The jobholder must observe their safeguarding, health and safety, confidentiality, data protection, and equality and diversity obligations, as set out in this job description
 - No responsibility for staff
 - no financial responsibility other than a responsibility to report to the Head Teacher, Executive Head Teacher or Chair of Governors any financial risks identified e.g. cash not secured, potential theft or impropriety
 - The post holder will be responsible for the physical resources required to perform their role e.g. computer, software.

SPECIAL CONDITIONS OF EMPLOYMENT

REHABILITATION OF OFFENDERS ACT 1974



This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

HEALTH AND SAFETY

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

EQUALITY AND DIVERSITY

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

TRAINING AND DEVELOPMENT

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

MOBILITY



The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

Job Description Reviewed on:	November 2020
Job Description Reviewed by:	Headteacher



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The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	Desirable
Education, Training and Qualifications <ul style="list-style-type: none"> GCSE English and Maths (grades A*-C) or equivalent 	X	
Experience, Knowledge, Skills & Competencies <ul style="list-style-type: none"> Substantial experience of working within an office environment Experience of working within a school Experience of a wide range of administrative functions Competent in using ICT packages such as Microsoft Word /Excel and database systems (CMIS/SIMS) including mail merge Knowledge of the law relating to education and childcare 	X X X	X X
Personal Attributes <ul style="list-style-type: none"> Resilience, the ability to work under pressure and be able to meet deadlines Ability to think creatively and to prioritise Excellent communication skills (including written, oral and presentation skills) A commitment to CORE Education Trust’s values, aims and the objectives of its academies programme 	X X X X	



- Excellent interpersonal skills

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