

Job Description

Job Title: Attendance Officer

Accountable to: Senior DSL

Main Purpose

- To promote excellent attendance and reach Meadowcroft attendance targets
- To analyse attendance and welfare related data to guide interventions and evaluate their impact.
- To promote and adhere to Meadowcroft attendance policy for all pupils
- To support the Leadership Team with the tracking and monitoring of attendance, identifying early opportunities for intervention and proactively seeking appropriate support for pupils as required
- To support all pupils, including all identified vulnerable groups in improving and maintaining attendance
- To provide high quality support and communication with parents/carers and children's services to maintain high levels of attendance and wellbeing.

Main Duties & Tasks

- To maintain a range of school records and data relating to pupil attendance and welfare. To respond to requests for such from a range of staff within the school and assist in the interpretation of data.
- Ensure pupil attendance data is recorded accurately on all internal monitoring and recording systems.
- Liaise with the Family Liaison Officers daily to ensure all attendance registers are recorded accurately and within policy timescales.
- To undertake day to day case work, including the timely investigation of all unexplained absences and maintain regular and accurate casework notes so as to improve levels attendance, and to ensure parents/carers are aware of their legal responsibilities to secure regular attendance.
- In cases of persistent absenteeism and/or welfare issues; to be proactive in assessing the situation and liaising with parents/carers and relevant professionals when pupils/families may be in need of additional support.
- Support SLT to implement a system of rewards for excellent attendance
- To complete appropriate referrals to internal and external agencies as required.

Monitoring & Evaluating Attendance

- Produce appropriate reports on a daily, weekly and termly basis to analyse the attendance of all pupils and immediately inform the DSL or a member of the Leadership team if any concerns arise.
- Report weekly attendance information to SLT to ensure appropriate action is taken to improve attendance.

- Support SLT, FLO team and Form Tutors to take appropriate action to improve the attendance of individuals or groups of pupils as required.
- Work closely with the Senior DSL, FLO team, parents and to identify attendance concerns and implement strategies to improve attendance
- Undertake home visits in consultation with the Senior DSL
- Ensure communications are sent out to parents at the direction of the Senior DSL including text messages, emails, letters as required.
- Monitor the welfare of pupils arising through issues with poor attendance and in liaison with the pastoral team, implement strategies to support and reintegrate pupils into full time education
- Ensure accurate records are kept of all communication with parents, both written and verbal

Pupil Welfare

- To support the Senior DSL and the safeguarding team
- To proactively maintain and develop contacts with other statutory agencies
- To provide a direct family/carers support system so that the most vulnerable pupils and families receive high quality communication and support
- Be alert to the signs and symptoms of abuse
- Receive disclosure of abuse from pupils, or information regarding suspicion of abuse from other members of staff and share this with the safeguarding team.
- Liaise with parents/carers, Social Care and other appropriate professionals as needed
- To provide high quality information, advice and guidance and positive parenting opportunities, to pupils and families.
- Attend and contribute to child protection case conferences/meetings, LAC reviews, TAC/TAF meetings as needed.
- Monitor pupils who are subject to referrals or assessed as 'at risk, or higher' in terms of safeguarding and vulnerability and provide ongoing support.

General

- Deal with incidents of First Aid as a qualified First Aider
- Attend meetings relevant to the post and take minutes as required.
- Maintain confidentiality at all times.
- To maintain responsibility for safeguarding and promoting the welfare of children at Meadowcroft
- To be aware of, and comply with, all school policies and procedures and all statutory legislation and guidance and report all concerns to a member of the safeguarding team.
- To participate in continuous professional and personal development programmes as required; including supervision and performance management reviews.
- To contribute to the overall ethos/work/aims of Meadowcroft school and actively be involved in achieving the school development plan.