



Priory School (Foundation)

Job Description: Attendance Officer

Responsible to: Deputy Headteacher in charge of Inclusion

Level and Point: Level 5, point 13 – point 19

Main Purpose of the job:

To drive the schools attendance strategy to improve punctuality and attendance in order to help raise achievement by improving attendance. To monitor and report on whole-school attendance data, analysing data to identify key areas of concern. To closely work with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.

Duties and Responsibilities:

Attendance

- Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data.
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures.
- Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners.
- Manage attendance returns for the school census.
- Manage the process of issuing penalty notices to parents.
- Maintain accurate records of communications with parents/carers and relevant interventions.

Monitoring and reporting

- Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern
- Track attendance of vulnerable groups of pupils and share information with school leaders
- Identify pupils that need additional support to improve their attendance
- Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils
- Lead daily or weekly check-ins to review progress and the impact of support/interventions
- Work with school leaders to develop and revise the school's attendance policy
- Implement children missing education (CME) procedures when appropriate
- Provide regular reports to attendance organisations to raise awareness of emerging at-risk pupils

Working with parents/carers

- Coordinate meetings with pupils and parents/carers to implement interventions and track progress
- Build positive relations with parents/carers to encourage family involvement in their child's attendance
- Identify, and where possible, mitigate potential barriers to attendance in partnership with families
- Carry out home visits, where necessary, to address attendance concerns for individual pupils

Professional development

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Other Duties:

- Undertake such duties as reasonably correspond to the general character of the post and commensurate with being a member of the Priory School team
- Contribute to and exemplify the values of Priory School. The post holder will be expected to comply with any reasonable request from the Headteacher and Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Understand and comply with the Staff Code of Conduct at all times
- Actively promote the inclusion of all children into whole school activities
- Actively seek opportunities for professional development
- Be aware of and respect all children's religious beliefs and cultures
- Support, promote and comply with decisions and policies agreed by the Senior Leadership Team and the Governing Body
- Have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the relevant person
- Contribute to the wider school events, which may involve working outside of normal working hours so long as reasonable notice has been provided
- Undertake a 30-minute duty as required

Safeguarding and Behaviour

Priory School takes the safeguarding of all children very seriously. We follow all safeguarding and safer recruitment legislation. All staff are expected to read, understand and follow school safeguarding policies at all times. Staff will also be expected to read, understand and follow the Keeping Children Safe in Education legislation. Staff are expected to attend regular training sessions to ensure that safeguarding remains a priority and so they are aware of any updates that have been published to the legislation.

All staff are expected to be aware of and comply with the school's Behaviour Policy. All staff are expected to maintain a positive attitude, lead by example and encourage high standards of pupil behaviour.

Compliance

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Priory School or to the health and personal affairs of pupils, parents and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.

The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Priory School. No smoking or intoxicants are permitted in school vehicles or in any vehicle parked on school premises. Smoking of any product and the consumption of alcohol on the school site are strictly forbidden.

Priory School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.