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| **Job Description – Northampton International Academy**  |
| **Job title:** | Attendance Office  |
| **Responsible to:** | Assistant Head Teacher - PDBA  |
| **Liaising with:** | Heads of years, line managers, senior and extended leadership team, parents/carers, trust central team, governors, external agencies, relevant support staff.  |
| **Pay range:** | FTE salary will be pro rata to 39 weeks NJC 15 – 20  |
| **Contract terms:** | 39 weeks 37 hours Permanent  |



All staff should be committed to the school and East Midlands Academy Trust’s purpose to provide a relentless focus on great leadership and management and outstanding teaching. East Midlands Academy Trust is committed to support the school leaders, teachers and support staff to be the best they can be.

**Role of the Attendance Officer**

* To provide a specialist service to assist the school in meeting their obligations and targets in relations to the school attendance. Follow school systems and procedures consistently through monitoring, reporting and tracking of data and to ensure a clear overview of attendance data to able to use this data to identify areas of concern. Promote positive attitudes towards education and to ensure that parents are fully aware of their statutory responsibilities. Sharing appropriate information across the school/trust to help improve school attendance
* To make unsupervised contact with families in their own homes and elsewhere to assess the reasons impacting on the attendance of individual pupils, facilitating their return or access to regular full time education provision.
* To establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality

**Support for Students and Parents/Carers**

* To be the first line contact for parents in relation to attendance and truancy.
* To establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
* To make unsupervised contact with families in response to allocated referrals i.e. home visits and /or meetings in school.
* To track attendance and punctuality for key groups of pupils (SEND/PP/Boys/ethnic minorities) and respond accordingly.
* Signpost individuals to appropriate outside agencies for support and next steps.
* Monitor progress of specific individuals and intervene in a timely fashion.

**Support for Teachers and School**

* To advise the academy on strategies to promote the regular and punctual attendance of all pupils and assist with the implementation of the strategies.
* Meet with school staff, pupils and parents to identify individual problems and possible solutions.
* To ensure all unexplained absences are accounted for or to send a letter requesting an explaination
* To initiate appropriate legal action with Education Inclusion Partnership Team (EIPT) to ensure the academy is carrying out its statutory responsibility in respect of pupils. This will include preparing statements, attending and presenting evidence or request the issuing of penalty notice fines or other legal sanctions and completion of MASH referrals.
* To be fully aware of and carry out all work in line with Child Protection Procedures. This may involve attending case conferences, strategy and planning meetings as well as core groups or other meetings in relation to child protection cases that require input.
* Liaise and work with other members of EIPT as well as other professionals in police, Social Services, Housing, Health and any other statutory and voluntary organisations.
* To keep clear and concise records of all consultations and to write any other reports i.e. annual action plan and summaries, as required for the school.
* To use IT systems to produce reports, often to tight timescales, using word processing and record information including statistical data, providing reports to senior managers and other professionals
* To be responsible for the SIMS, monitoring and identifying truancy and absence to identify trends and to intervene where appropriate
* To establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality
* To support Pastoral staff and senior managers in advising the school on all matters relating to attendance and where necessary take the lead role in developing work processes to improve school attendance.
* To work on initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance

**General Requirements**

• Adaptable, imaginative, creative and flexible in approach to the work

• Self motivating and the ability to identify your own training needs and a willingness to attend relevant training courses or other training

• Prepared to attend meetings outside of office hours

• Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

• To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.

• Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy.

• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

• To ensure compliance of Data Protection at all times.

**Additional duties**

Whilst every effort has been made to explain the main duties and responsibilities please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**N.B.** The post holder will carry out his/her responsibilities in accordance with the Trust’s equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

**Health and Safety**

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and students.

**Safeguarding**

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

**Equal Opportunities**

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

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| Approved by Headteacher: | Revision Date \_\_\_/\_\_\_/\_\_\_ |
| Approved by HRBP:  |  |

**East Midlands Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**All appointments are subject to safer recruitment requirements.**

**This post is subject to an Enhanced DBS Disclosure**

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Education and Qualifications** |
| Good level of education to at least A-level standard or equivalent.  |  | ****  |
| First Aid training |  | **** |
| **Experience**  |
| Working in a similar environment  | **** |  |
| Ability to use Microsoft office, including Word and Excel | **** |  |
| Working and communicating with external agencies |  | **** |
| Experience in the use of SIMS |  | **** |
| **Knowledge and understanding** |
| The needs of Key Stage 5 students | **** |  |
| Safeguarding policies and procedures | **** |  |
| The roles played by various adults in a student’s education |  | **** |
| **Skills and Attributes** |
| Work with guidance but with limited supervision | **** |  |
| Liaise and communicate effectively with others on the telephone, in writing and face to face | **** |  |
| Demonstrate excellent organisational skills | **** |  |
| Monitor, record and make basis assessments about individual progress | **** |  |
| Able to deal confidently with any incidences of poor student behaviour | **** |  |
| **Personal Qualities**  |
| Proactive approach and to be able to work well under pressure | **** |  |
| Excellent interpersonal communication and administrative skills | **** |  |
| Ability to work independently and as part of a team | **** |  |
| Punctual and reliable | **** |  |
| High level of honesty and integrity  | **** |  |
| Strong commitment to raising standards | **** |  |
| Punctual and reliable | **** |  |
| **Further requirements** |
| Willingness to work flexible hours on occasion  | **** |  |
| Willingness to maintain confidentiality on school matters | **** |  |
| Willingness to undertake training courses that are relevant to the duties of the post | **** |  |
| Willingness to be involved in internal and external meetings | **** |  |
| Supportive of the ethos of the trust and school | **** |  |