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Isca Academy – Job Description

**Post: Attendance Officer**

**Grade: D**

**Line Manager: Deputy Headteacher (Inclusion)**

# JOB PURPOSE

* To work as part of the Student Support Team to manage and promote good pupil attendance within the Academy.

# MAIN AREAS OF RESPONSIBILITY

* Managing Lesson Monitor on SIMS.
* Monitoring and promoting good pupil attendance.
* Chasing pupil absence through first day calling.
* Work closely with the Education Welfare office to improve pupil attendance.
* Liaise with Heads of Year and Education Welfare Officer regarding persistently absent students.
* To ensure communications between the school and other parties are efficient, courteous and helpful, and promote a positive impression of the school.
* Making sure that day to day clerical needs are met efficiently and effectively.
* Maintaining accurate and efficient records of pupil attendance.
* Monitor the receipt of completed registers and chase those not taken.
* Update systems with reasons for absences.
* Compile statistical information, including DfES annual attendance returns.
* Manage pupil lateness to school and issue detentions.
* Contact parents to discuss pupil attendance.
* Carry out first day absence calling.
* Monitor pupil absences to include such duties as interpretation and compilation of absence data, identification of improved attendance, awareness of absence patterns.

All support staff may be required to assist with reception cover and exam invigilation.

There may be a requirement for you to be first aid trained and provide first aid support to students as necessary.

# ALL ISCA ACADEMY STAFF ARE EXPECTED TO

* Ensure that the aims, priorities and policies of the Academy and Trust are adhered to, including the staff Safeguarding Code of Conduct.
* Attend parents, staff and team meetings as required, making a valued and professional contribution.
* Undertake break, lunch and after school supervision as agreed, according to Academy policy.
* Encourage the good conduct of all students and at all times on the Academy site and within its vicinity.
* To make a full commitment to personal professional development, engage positively in organised professional development activity and staff appraisal procedures.
* Maintain respectful and effective communication with students and other staff, including attendance at briefings and through completing student report cards and logs as appropriate.
* Maintain respectful, positive and effective communication with parents, including phone calls and letters home, as appropriate.
* Maintain positive and effective communication and liaison with partner schools and the wider community, as appropriate.
* Act as an advocate of the Academy and its pupils in all circumstances, ensuring every opportunity is taken to celebrate our success.
* To carry out other duties as reasonably requested by the Headteacher.

**This job description is subject to review by consultation.**

Isca Academy

Attendance Officer: Person Specification

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|  | **ESSENTIAL** | **DESIRABLE** | **EVIDENCE \*** |
| **Qualifications & Training** |  |  |  |
| Educated to at least Level 2 (A\*‐C GCSE). | X |  | A, I, C, R |
| Good numeracy/ literacy skills. | X |  | A, I, R |
| **Knowledge, Skills & Experience** |  |  |  |
| Experience of working in a secondary school or setting with 11-16 age students. | X |  | A, I, R |
| Ability to consistently and effectively implement whole the school behaviour management policy. | X |  | A, I, R |
| Knowledge of the strategies that recognise and reward effort and achievements towards self-reliance as appropriate to the age and development of students. | X |  | A, I, R |
| Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils’ needs, encouraging the pupils to stay on task. | X |  | A, I, R |
| Ability to monitor the pupils’ response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes. | X |  | A, I, R |
| Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc. | X |  | A, I, R |
| Ability to offer constructive feedback to pupils to reinforce self-esteem. | X |  | A, I, R |
| Up to date training in health and safety and an excellent track record in this field. |  | X | A, I, R |
| Knowledge and experience using SIMS (School Information Management System) or other similar MIS database to input data, access information and produce reports.  | X |  | A, I, R |
| Knowledge of SEND / strategies for working with ASD children. |  | X | A, I, R |
| Knowledge of some areas of the National Curriculum. |  | X | A, I, R |
| **Qualities / Behaviours** |  |  |  |
| Ability to work effectively and supportively as a member of the school team. | X |  | A, I, R |
| Ability to work under pressure. | X |  | A, I, R |
| High level of integrity. | X |  | A, I, R |
| Positive role model. | X |  | A, I, R |
| Able to demonstrate commitment to a safe school culture. | X |  | A, I, R |
| Reflective. | X |  | A, I, R |
| Keen to develop through active participation in CPD and whole school projects and plans. | X |  | A, I, R |
| Must pass relevant safeguarding of children checks: DBS checks, self-declaration and interview. |
| \***A**pplication form, **I**nterview, **C**ertificates, **R**eferences |