



## **ATTENDANCE OFFICER**

This is a role within the Trust

Job Description & Person Specification

April 2018

## Job Description

Job Title:	<b>Attendance Officer</b>
Accountable to:	<b>CEO</b>
Salary:	<b>Grade 7/8 (£33,444 to 38,229)</b>
Contract:	<b>Full time and permanent</b>

(Role evaluated November 2017)

### Working Hours

The post is flexible, but you will be expected to work during term time and take annual leave during school holidays.

36 hours per week, all year.

### Core Purpose

To support staff in each academy within the Trust, and parents/carers of the children, to promote regular attendance and provide an effective response when action is required.

### Key Priorities

Support the Trust's Designated Safeguarding Lead (DSL) Team and Attendance Teams to monitor and review policies and procedures in line with national and local guidelines.

Work with each academy to identify concerns and work with parents/carers, children and members of staff to address those concerns.

Monitor and support the work of each academy's attendance team.

### Duties

The Attendance Officer will:

1. Identify child safeguarding concerns by being vigilant for signs of abuse or neglect.
2. Take appropriate action and report concerns to the Designated Person for safeguarding and follow the Trust's child protection and safeguarding policies.
3. Maintain an attitude of 'it could happen here' when it comes to safeguarding.
4. Be a role model and take a lead in ensuring excellent professional practice across Cirrus Primary Academy Trust.
5. Ensure equal opportunities with regard to all aspects of practice and provision.
6. Undertake any other duties as may reasonably be directed by the CEO.
7. Work outside the Trust as requested to support other schools.
8. Participate in any arrangements for the appraisal of your performance as Attendance Officer and commit to furthering your professional knowledge and skills through identification of training needs and participating in further training.
9. Work with Trust staff and with nominated contacts in each of the Trust's academies to identify their needs.

10. Keep up to date with all legislation and provide training and support to staff in academies.
11. Monitor the attendance of children in the academies within the Trust according to their need.
12. Advise the DSL team and Attendance Teams in each academy on strategies to promote the regular and punctual attendance of all pupils and assist with the implementation of those strategies.
13. Identify with designated academy staff any concerning trends in overall absence patterns and develop strategies to address these issues.
14. Provide support and advice to families and enforce attendance legislation where necessary.
15. Work with Family Support Workers in the Trust.
16. Arrange and chair formal attendance meetings and ensure that minutes and relevant correspondence are circulated.
17. Prepare and maintain clear, accurate and up to date records in relation to non-attendance cases including preparation of statements for presentation at the magistrates court.
18. Provide support to staff in academies regarding Child Protection plans.
19. Liaise with secondary schools to ensure effective pupil transition.
20. Act as issuing officer in relation to Penalty Notices, maintaining clear and detailed records.
21. Ensure compliance with all legislative requirements and undertake all recognized statutory education welfare service responsibilities.
22. Provide termly reports to the CEO on academy attendance and your work.

# Person Specification

## Essential Requirements

1. NVQ Level 3 or equivalent
2. Previous experience in a similar role
3. Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children.
4. High level personal organisation and time management skills.
5. Evidence of attention to detail.
6. Excellent communication skills.
7. A thorough understanding of data protection principles and integrity and confidentiality regarding personal data.
8. An ability to establish positive working relationships with colleagues and pupils through modelling very high levels of professionalism, commitment and integrity.
9. A firm commitment to Equal Opportunities.
10. Strong desire to learn and grow professionally.

## Desirable Requirements

1. Use of a car

Every employee is personally responsible for being vigilant and carrying out their responsibilities under our Safeguarding, Child Protection and Health and Safety Policies. CPAT is committed to safeguarding our children. This post is subject to enhanced checks carried out by the DBS.