

Attendance Officer
(Education Welfare Officer/Pastoral Support JE G116)

Responsible to: The Headteacher or designated member of staff
Grade 7
37 HOURS (Contract 195)
8:00am – 4pm (Mon-Thurs) (8:00am-3.30pm Fri)

We are seeking to appoint an enthusiastic, self-motivated and flexible individual, to be responsible for managing student attendance across the school. The Attendance Officer's main task is to help the school improve students' attendance and reduce unnecessary absence and truancy. The Attendance Officer will work closely with the Heads of Year and the Behaviour and Education Support Team, and will work with other members of staff to improve behaviour and attendance of students in the school and feeder middle schools. The Attendance Officer will liaise with the North Tyneside Education Welfare Service to obtain professional support.

The school was graded 'Outstanding' in Feb 2016 by Ofsted and the successful candidate will make a significant contribution to driving the school forward even further. The ideal candidate will be degree qualified or hold other relevant qualifications or be able to demonstrate a proven track record in working in a similar field.

You will need to demonstrate excellent interpersonal skills and be committed to personal development through CPD, which the school will support, through Performance Management. A sound understanding of numeracy and the ability to ensure accuracy in your work will be essential together with good time management and excellent communication skills.

You will report to the Headteacher or designated member of staff.

Main Duties of the Post

Organisation

- Take a lead role in planning, development, design, organisation and monitoring of attendance systems/procedures/policies liaising with Heads of Year and other staff both in the High School and where appropriate Monkseaton Middle School where the Headteacher is the Executive Head.
- Proactive involvement in attendance strategies
- Overall responsibility for attendance systems and procedures
- Responsibility for training staff on use of school systems and procedures
- Work closely with the school's SENDCO, Pastoral & Raising Achievement Leaders, with children and their parents, and with other statutory and voluntary agencies to promote, encourage and enforce regular school attendance of students who are on roll at the School
- The Attendance Officer will be based in school and will regularly meet with the nominated Line Manager and other staff members to discuss any students who may have attendance problems or other welfare issues
- Go through the school's attendance registers and check these and also identify students with attendance patterns of concern

- Where a student has been identified whose attendance or welfare is a cause for concern, the Attendance Officer will arrange to meet the parents and the child to make sure they are fully aware of the problem and to explain the importance of regular school attendance and their legal responsibilities
- The Attendance Officer will need to be informed about any problems or difficulties that may be affecting students' attendance at school and discuss how these may be resolved
- Work with students and their families/carers who have attendance problems
- Work with students to promote good attendance
- Liaise with Education Welfare service for Fast Track
- Attendance at Court when required
- Attend parental meetings when appropriate
- Attend review/care meetings when appropriate
- Meet regularly with designated member of the SLT with responsibility for inclusion to discuss attendance issues
- Liaise with member of staff with responsibility for rewards to ensure improved and good attendance is rewarded
- Participate in recruitment, induction, appraisal, training and mentoring for other staff
- Experience working within a school or equivalent is essential

Administration

- Experience of school administration
- Production of Court reports
- Ensure accurate and up to date records are kept
- Keep record of known truants and check their attendance on a daily basis, informing parents if truanting
- Contact parents via a variety of mediums, including letter
- Take a lead role in the development and maintenance of records and information systems relating to attendance
- Provide detailed analysis and evaluation of data and produce detailed reports on attendance
- Produce and respond to complex correspondence regarding attendance issues
- Provide organisational and complex advisory personal support to other staff regarding attendance issues
- Manage complex administrative procedures regarding attendance
- Be responsible for completion and submission of complex forms, returns including those to outside agencies (DfE)

Support for the School

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- To supervise students on visits, trips and out of school activities as required
- Contribute to the overall ethos/work/aims of the School
- Appreciate and support the role of other professionals
- Attend relevant meetings, as required

Administrative and Management Family

- Participate in training and other learning activities and performance development, as required
- To safeguard and promote the welfare of young people
- To contribute to the delivery of the key outcomes of Every Child Matters:
 - Be healthy
 - Stay safe
 - Enjoy and achieve
 - Make a positive contribution
 - Achieve economic well-being

MONKSEATON
HIGH SCHOOL



General:

To undertake any other duties appropriate to the grade of the post as requested by line manager or Headteacher. This list is not exhaustive.

The main focus of this post will be Attendance Management, but a key part of the role is to be part of the administrative team to undertake general admin tasks.

Responsibilities

- be aware of, and comply with, policies and procedures relating to child protection, health, safety and security,
- confidentiality and data protection, reporting all concerns to an appropriate person
- be aware of and support difference and ensure equal opportunities for all
- contribute to the overall ethos/work/aims of the school
- appreciate and support the role of other professionals
- attend and participate in relevant meetings, as required
- Participate in training and other learning activities and performance development, as required.

Person Specification			
Area	Criteria	R	A
	Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I		
Skills Knowledge Aptitudes	• An understanding of the education system	E	A I
	• Knowledge of relevant education legislation and of the Children Act		
	• Knowledge of child protection issues	E	A
	• To recognise and understand the reasons for non-school attendance		
	• To have an understanding of partner agencies referral procedures and constraints	E	A I
	• Excellent written and verbal communication skills		
	• Ability to work in a demanding environment and meet deadlines	E	I
Qualifications and Training	• Ability to write complex reports and Court papers		
	• Ability to work in multi-agency environments		
Qualifications and Training	• GCSE (Level 2) in English and Maths	E	A
	• Highly skilled in use of Microsoft applications (Word, Excel)		
Experience	• Previous experience as an Attendance Officer / Education Welfare Officer or related profession	E	A I
	• Previous experience of dealing with adults and students in an educational or similar context	E	A
	• Experience of working with young people	E	I
	• Experience of understanding of local government and other public services as they relate to children and families	E	I
	• Ability to use school management systems (SIMS.net)	D	
Disposition	• Good interpersonal and oral communication	E	I
	• High level of patience and sensitivity	E	A I
Conditions of Service			
National Joint Council			

This is an illustrative list of responsibilities and is neither exclusive of exhaustive. Duties may be added or removed as part of future staffing review processes

This document must not be altered once it has been signed but will be reviewed annually.

Signature of Post Holder _____ Date ____ / ____ / ____

Signature of Headteacher _____ Date ____ / ____ / ____

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.