**Attendance Officer Job Description**

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| Role title | Attendance Officer |
| Purpose of role | To be responsible for the administration of attendance data, including first day contact |
| Working hours | 35 hours per week for 39 weeks per year (term-time only position) |
| Line Manager | Assistant Headteacher (Safeguarding) |
| Grade of Post | SO1 |

Key Duties:

1. Responsible for the school's electronic attendance database, including maintenance and monitoring of the attendance records/ absences in line with legislation and regulations
2. Responsibility for 6th form attendance
3. Executive responsibility for whole school attendance
4. Co-ordination of first day contact with parents/ carers for the BPOs
5. Enforcement of the ‘N’ code first day protocol. This activates school response to non-contact.
6. Liaison with staff to follow through incomplete registrations and reasons for absence
7. Liaison with HOYs and conduct interviews and reviews for attendance target pupils (attendance below 90%)
8. Completion of AWA referrals for FPN (Fixed Penalty Notices)
9. Attendance at weekly meetings with the Safeguarding leads
10. Responsibility for producing lists, information and running reports relating to attendance data, as requested
11. Generation of parent letters for below target attendance, to also generate parent letters and certificates as required each half term, term and year
12. Compilation and maintenance of the school's attendance data profile, including reasons for absence, and vulnerable groups at risk of absence
13. Liaison with school registrar to ensure that correct off-rolling procedures are followed
14. In the event of a CME (Children Missing Education) concern, to liaise with safeguarding leads and AWA to ensure correct referral procedures are followed
15. Production of returns for external agencies including the LB of Tower Hamlets

All support staff are expected to:

* Support the school values and ethos
* Follow school policies, practices and procedures
* Participate in the annual appraisal system
* Support equal opportunities measures and promote anti-discriminatory practice
* Support safeguarding and child protection measures and promote the welfare of students
* Undertake any other reasonable duties commensurate with the role and grade as determined by the headteacher or line manager.

Sometimes support staff may be required to work beyond the usual hours e.g. to support at parents evenings or other school events. Time Off In Lieu is available in such circumstances.

This job description is not prescriptive. If the needs of the school change, the job description may be revised or amended at any time following appropriate consultation with the post holder.

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| Name of employee: | Signature: | Date: |
| Name of line-manager: | Signature: | Date: |