

Job Description



Stowupland High School

Church Road
Stowupland
Stowmarket
Suffolk
IP14 4BQ

Tel: 01449 674827

Headteacher:
Mr P Whear

Chair of Governors:
Mrs K Hudson

| | |
|------------------------|--|
| Job-title: | Attendance Officer |
| Grading/Salary: | Grade 4, Scale Points 9-14 Fte: £20,903 - £23,080 |
| Hours: | 37 hrs per week; 41 weeks per year |
| Accountable to: | Assistant Headteacher |

Stowupland High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

PROFESSIONAL DUTIES

All staff employed at Stowupland are required to support the culture and ethos of the school as directed by the Headteacher.

All staff, including the Attendance Officer are expected to accept, abide by, and promote the professional expectations and procedures as outlined in the Staff Handbook, and are expected to adhere to, and actively support, all school policies.

CORE PURPOSE

- To provide a specialist service to help the school improve school attendance and punctuality, and to meet our attendance targets.
- To help students and their families develop positive attitudes towards education.
- To ensure that parents are fully aware of their statutory responsibilities, particularly where there is persistent absence.
- To undertake supervised home visits, where necessary, and attend meetings both at school and off site.

Note: This job description outlines the main accountabilities relating to the post, but may not describe in detail all the tasks required to carry them out. It will be reviewed annually and may be amended, after consultation, to reflect the changing needs of the school.

The post holder will be expected to attend meetings or make home visits in or outside of the normal school day so flexibility regarding working hours is an essential requirement of this role.

Updated: February 2021



Founding Partner of the
John Milton Academy Trust

Company no: 10298832

Email: enquiries@stowuplandhighschool.co.uk

Web: www.stowuplandhighschool.co.uk

Stowupland safeguards and promotes the welfare of students and requires all staff and visitors to share this commitment.

PRINCIPAL RESPONSIBILITIES AND TASKS

Student attendance

- Advise the school on strategies to promote the regular and punctual attendance of all students and assist with the implementation of agreed strategies.
- Update school records, analyse attendance data and provide reports to senior managers and other professionals. Disseminate information, both internally and externally, in a timely fashion.
- Meet with school staff, students and parents to establish the reasons for non-attendance/poor punctuality and agree a plan with appropriate strategies and timescales to tackle the issues.
- Make contact with the families in response to allocated referrals through home visits and/or meetings in school.
- Monitor the attendance of students who attend off site provision.
- Liaise with the Education Welfare Officer. Prepare the appropriate paperwork and present information as required to enable the school to meet its obligations and statutory responsibilities. This will include requesting fixed penalty notices, and, if appropriate, the completion of Common Assessment Form (CAF) referrals.
- Be fully aware of and carry out all work in line with Child Protection /Safeguarding Procedures.
- Liaise and work with external organisations as required.
- Keep accurate, clear and concise records of all interventions and consultations and update information on the school's attendance system.
- Manage your own workload in line with the school priorities.
- Maintain a good working knowledge of the statutory framework and any policies and procedures relating to school attendance, child employment, child protection and special needs etc. in order to be able to offer informed advice to parents, school staff and others.
- Liaise with Progress Leaders and advise on all matters relating to attendance and where necessary take a lead role in developing work processes to improve school attendance.
- Work on initiatives which raise awareness of the importance of good school attendance with the whole school community.
- Coordinate the work of any colleagues that might assist with the management of attendance.
- Provide administrative support for mid-year admissions, admission appeals, Child Missing Education processes, Elective Home Education procedures, absence & holiday requests, policy and procedure updates,
- Support Progress Leaders in rewarding and praising positive attendance.

General

Take part in the school's performance management system.

- Attend scheduled meetings as required.
- Attend occasional open evenings and other school events as required.
- Be flexible with working hours. The post will require some early starts and some late finishes.
- Provide an enhanced DBS Check.
- Be fully committed to furthering equalities.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.



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ADDITIONAL DUTIES

All duties will be carried out within the school's recognised procedures or guidelines, and may include *ad hoc* duties, which require some initiative. You will make day-to-day decisions about your own workload, within a clear framework. You may oversee the work of others. There will be some need to interpret information or situations and to solve straightforward problems. There may be some need to use analytical, judgemental, creative and development skills.



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PERSON SPECIFICATION

| | | Essential | Desirable |
|------------------------------------|---|-----------|-----------|
| Qualifications and Training | NVQ 2 or equivalent qualification or experience in relevant discipline | ✓ | |
| | Strong numeracy and literacy skills | ✓ | |
| | Good general level of education | ✓ | |
| | Specific training in specialist area | ✓ | ✓ |
| | Effective use of ICT and other specialist equipment and resources | ✓ | |
| | Full working knowledge of relevant policies and codes of practice and awareness of legislation | | ✓ |
| Experience | Experience of working in a support capacity in a school with students of relevant age or in an appropriate learning environment | | ✓ |
| Skills | Ability to work without supervision | ✓ | |
| | Ability to relate well to children and adults | ✓ | |
| | Ability to work constructively as part of a team | ✓ | |
| | Ability to organise workload effectively | ✓ | |
| | Ability to work calmly under pressure | ✓ | |
| | Ability to be flexible and undertake varied duties | ✓ | |
| | Ability to evaluate own performance effectively and to make any changes as required | ✓ | |
| | Ability to work under the direction of different people | ✓ | |
| | Ability to self-evaluate learning needs and actively to seek learning opportunities | ✓ | |



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