

Attendance Improvement Officer

JOB DESCRIPTION AND PERSON SPECIFICATION

Location

To work at Pakefield High School, Lowestoft, Suffolk

Salary

Points 12 – 17
39 weeks per year (Term time plus one week)

Hours of Work

32.5 hours per week

Core Purpose

To improve and monitor student attendance working with Pastoral Leaders and other support team colleagues. To track, monitor and support targeted students and their families.

Reporting Lines

Report to the Assistant Head

Key Responsibilities

- To be relentless in the pursuit of engagement of students and their families with school.
- To gain knowledge and trust of families and identified students not engaging with school.
- Remove all barriers to attending school and raise the aspirations of students and parents.
- To work with targeted students to improve attendance; meeting students, parents and other outside agencies.
- To support meetings to discuss attendance and improvements required with targeted parents.
- To undertake home visits where necessary and ensure meticulous records of actions and outcomes are kept.
- To follow up home visit intervention with appropriate letters to parents and carers.

- Follow up on information from previous schools to ensure that any existing attendance issues are challenged in a timely manner.
- Ensure that 'first day absence calls' for all students are done to support and intervene quickly.
- Help to support the administration of fixed term penalty notices in order to improve attendance
- To ensure all the statutory duty of legal action documentation is accurate and timely, liaising with other partners as required.

Support for the School

- 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 all students have equal access to opportunities to learn and develop.
- Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Head of School.

Other Opportunities

- Play an active role in school life and make a positive contribution to the ethos of the school.
- Actively participate in whole school CPD.
- Perform additional duties and tasks required for the effective operation of the school.

Variations

- As a member of the staff of the school the post holder must respect confidentiality and act at all times in the interests of the good name of the school and the health, well-being and good progress of its students. Staff must also display personal standards at work and in the local community that are fitting for a person associated with the education of young people.
- Undertake other duties; to commensurate to the post holder's abilities, position and grade, as

requested by the line manager, of a similar nature to those listed above, even if not individually itemised.

- Support the needs of the school, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

This job description will be reviewed a least once per year and may be subject to amendment or modification at any time after consultation with the postholder.

It is not a comprehensive statement of procedures and tasks, but sets out the general expectations of the school in relation to the postholder's responsibilities and duties.

	ESSENTIAL	DESIRABLE
Qualifications	Good standard of education with at least level 3 qualifications including GCSE at English and Maths (or equivalent levels of qualifications).	Qualification or training in school attendance interventions.
Experience	- Experience of working on school attendance issues. - Experience of using school systems, such as SIMS and Microsoft office. - Experience of working in education in a similar role and building positive relationships with students.	
Skills	- Ability to produce work to a high level of accuracy and attention to detail. - Ability to work well under sustained pressure and within fixed deadlines. - Have good organizational and administrative skills. - Effective interpersonal skills with a wide range of people. - Demonstrate an ability to identify, discuss and report safeguarding issues with relevant representatives.	
Personal Attributes	- Good interpersonal skills, including the ability to work as a team member, but also having self-motivation when working independently. - Ability to communicate well to students and staff. - Ability to prioritise effectively. - Good time management. - Evidence of continuing professional development. - Effective written communication skills. - Enthusiastic and positive. - Supportive, patient and non-judgemental. - Flexible and adaptable approach to work.	
Equal Opportunities	A demonstrable commitment to support and promoting safeguarding, student welfare, equality and diversity.	
Safeguarding	An understanding or willingness to learn of up-to-date safeguarding requirements and best practice.	
Other Requirements	An understanding or willingness to learn of data protection.	

Clarion Corvus Trust is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with Disclosure & Barring Service and at least 2 references which cover the last 3 years; for all our services we will request references from where you have worked with either Children or Vulnerable Adults. Please be advised that references may be requested prior to interview for roles within our Schools.