

**Job Title:** Attendance Improvement Officer

**Pay Scale:** NJC point 16 - 27

**Location:** Millfield LEAD Academy

**Line Manager:** Headteacher

**Responsible to:** The post holder reports to the Headteacher. The main contacts of the job are Headteacher, School staff, School Governors / Trust, Teachers, Officers within the LA, Parents/Carers and Pupils.

**Main Purpose of the Job:**

- To provide a comprehensive and high quality support service to the schools to improve overall school attendance.
- To assist in ensuring every child receives an education appropriate to his / her age, ability, aptitude and any special needs they have.
- To promote the welfare of all children and ensure that parents / carers are fulfilling their duties in accordance with the appropriate legislation regarding school attendance.
- To support the development of strategies to improve attendance
- To work in partnership with LA and families in implementing strategies that deal with persistent absence
- To provide targeted outreach work to those parents and families where they child face significant additional risk of poor outcomes due to poor attendance.

**Main duties and responsibilities:**

- Effectively manage a caseload and ensure casework and documentation is prepared and collated to support legal sanctions, and to present in court.
- Act as a link between school and home to help resolve difficulties and encourage effective communication.
- Organise appropriate support through school, LA services or other agencies.
- Maintain up to date records and case files.
- In liaison with the appropriate SLT member and key stakeholders, support the effective organisation and participation in attendance initiatives, campaigns to improve attendance in school.
- Organise and deliver a regular cycle of training for school and key stakeholders e.g. new teachers and support staff on regulations, legislation, best practice guidelines, and LA processes.
- To collate, analyse and produce pupil attendance data, attendance patterns, trends and reports to inform future strategic direction to improve attendance in school.
- To lead and co-ordinate, plan all home visits, including cold calling, lone visits and joint visits with other appropriate services e.g. Police, Health, Social Care and Caseworker.
- Assist SLT in monitoring and enforcing attendance parenting orders and undertake casework in line with post- prosecution guidelines.
- Assist SLT to make decisions on a case by case basis as to the most appropriate course of action to be taken in any particular case.

- Attend pastoral meetings, as deemed appropriate, to discuss child causing concerns regarding attendance.
- Applies knowledge of policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and data protection to ensure that any concerns are directed to the appropriate person
- To work as part of a team and contribute to the achievement of the team objectives and responsibilities.
- To actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.
- To converse at ease and provide advice in accurate spoken English is essential for the post
- Such other duties may be allocated from time to time, which are appropriate to the job of attendance improvement officer

**Special Factors:**

- The nature and work may involve the postholder carrying out work outside of normal working hours
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by their own training needs and the needs of the academy.
- The post is subject to an enhanced Criminal records check
- Holidays to be taken outside of term time
- Be aware of the latest GDPR regulations
- To maintain records and archive systems in accordance with GDPR and academy trust procedures
- Treat all information, formal and informal, in confidence.

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.



	<ul style="list-style-type: none"> <li>• Previous experience of working in a similar role</li> <li>• Experience of working in an education setting</li> <li>• Experience of managing MIS systems for reporting to management and other stakeholders</li> <li>• Working as a member of a team</li> <li>• Experience of dealing with confidential information</li> </ul>	E E E E E	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Have an openness to learning and change</li> <li>• Have a positive attitude to personal development and training</li> <li>• Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility</li> <li>• Demonstrate good interpersonal skills</li> <li>• Demonstrate integrity, confidentiality, impartiality and empathy</li> <li>• Have good interpersonal skills</li> </ul>	E E E E E E	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• This role is subject to an enhanced DBS</li> <li>• Hold a driving licence and have access to own vehicle</li> <li>• Occasional out of hours working. Eg. Evening meetings</li> </ul>	E E	D