



ST PETER'S SCHOOL HUNTINGDON JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

POST TITLE:	Attendance Officer
HOURS WORKED:	08:00-16:00, Monday to Friday, term time plus 5 professional days
GRADE:	Admin Job Family Scale 4-points 7-11
RESPONSIBLE TO:	Assistant Head Teacher
PURPOSE OF JOB:	Foster, and encourage and expect others to foster, the school's ethos (Learn Aspire Exceed) in all our stakeholders at all times. To monitor absenteeism and promote full attendance by liaison with students, staff, parents and external agencies, to identify attendance issues, and to support the processes to deal with the issues.

MAIN RESPONSIBILITIES:

SAFEGUARDING

Responsible for the safeguarding of students who are under their immediate care, following relevant school policies, reporting concerns promptly (including Health and Safety)

- To monitor student attendance, with particular reference to persistent absenteeism of 90% and below
- Create and maintain the Persistent Absenteeism register
- Daily monitoring of students known to have poor attendance, and to follow up contact with parents/carers
- To attend regular meetings with the Educational Welfare Officer
- To attend joint home visits when appropriate with relevant staff e.g. Student Support Managers, Educational Welfare Officer.
- To liaise with the Heads of Year, Student Support Managers, Heads of Departments, Teachers, Educational Welfare Officer, Student Services and outside agencies as required.
- To log child protection concerns with the Designated Lead for Safeguarding and follow up where necessary.
- To provide analysis and information to Senior Leadership Team, Heads of Department, Tutors and other staff as required.
- Provide the Educational Welfare Officer with relevant attendance data when required
- Work with the County Council and school admin team to ensure that students who are CME (Child Missing Education) or EHE (Elective Home Education) are appropriately logged and removed from roll.
- Maintain a record of student deletions to cross reference vs attendance.
- Attend parenting attendance meetings with Student Support Managers when required.

- Attend parent contract meetings with the Education Welfare Officer when required.
- Monitor students arriving late to school and follow up with contact to parents/carers/pastoral teams
- Any other duties as reasonably required to support the promotion of good attendance.
- To actively promote the safety and welfare of St Peter's students in and out of school through early identification of absence or absence patterns and taking appropriate action.
- To work with the Safeguarding team as necessary and to report any Safeguarding issues to the Lead for Child Protection & Safeguarding

In addition to the responsibilities described above, to carry out any other duties of a similar nature at the reasonable request of the Head Teacher.

This Job Description will be subject to regular review and any changes will be made in consultation with the post holder. The aim will always be to reach agreement on any changes but, if agreement is not possible, the Governing Body reserves the right to make the changes following consultation.

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Last Review Date: October 2020
Next Review Date: September 2021

August 2019