



Attendance Officer with Safeguarding Responsibility

37 hours per week (worked over 5 days, term time only inc 5 Training Days)

12-Month Fixed Term Contract

TA4 point 19 £33,600 including Sen Allowance

Actual, term time pro-rata £29,514

We are looking to appoint an Attendance Officer with Safeguarding Responsibility who will monitor and report on whole-school attendance data, analysing data to identify key areas of concern. To work closely with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.

You will be working 37 hours per week over 5 days. The post does not require you work during the school holidays but does include 5 training days during term time.

The post would suit someone who has good knowledge and experience working in a busy school and wants to progress, or a person with other relevant experience.

Our pupils are 11-16 years and have been excluded or are close to being excluded from mainstream school. Pupils are referred to us by schools and the Local Authority. Our Teaching groups are small between 2 and 8 pupils per class.

If you would like to find out more then please contact, Simranjit Grewal 01527 597936 or email to sgrewal@theforge.worcs.sch.uk.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. An enhanced DBS disclosure will be requested for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education legislation.

JOB DESCRIPTION

Job title:	Attendance Officer with Safeguarding responsibility
Salary:	TA4 point 19 including Sen Allowance Term Time Pro Rata £29,514
Hours:	37 per week
Contract type:	12-Month Fixed Term Contract
Reporting to:	DSL

Main purpose

To monitor and report on whole-school attendance data, analyzing data to identify key areas of concern. To work closely with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.

Duties and responsibilities

Administration

- Ensure daily attendance registers are accurate and complete and follow up with staff members about any incomplete data.
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners
- Manage attendance returns for the school census.
- Manage the process of issuing penalty notices to parents.
- Maintain accurate records of communications with parents/carers and relevant interventions
- Build and refresh knowledge of the school's MIS and other relevant systems

Monitoring and reporting

- Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern.
- Track attendance of vulnerable groups of pupils and share information with school leaders.
- Identify pupils that need additional support to improve their attendance.
- Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils.
- Lead daily or weekly check-ins to review progress and the impact of support/interventions
- Work with school leaders to develop and revise the school's attendance policy
- Implement children missing education (CME) procedures when appropriate
- Provide regular reports to attendance organisations to raise awareness of emerging at-risk pupils

Working with parents/carers

- Coordinate meetings with pupils and parents/carers to implement interventions and track progress.
- Build positive relations with parents/carers to encourage family involvement in their child's attendance.

- Identify, and where possible, mitigate potential barriers to attendance in partnership with families.
- Carry out home visits, where necessary, to address attendance concerns for individual pupils.

Working with other staff members

- Provide advice and support to staff members regarding attendance strategies.
- Keep staff members up to date with attendance support systems.
- Act as a source of support, advice and expertise within the school.
- Continuously keep the headteacher informed of any specific issues or ongoing enquiries regarding attendance.
- Maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals.
- Represent the school at meetings of designated leads and circulate the outcomes to staff members.
- Provide written reports to the governing body and headteacher in a timely manner.

Working with Stakeholders

- Ensure that there is an agreed process in place for how the school works in partnership with other professionals in order to aid the support of pupils in attendance and safeguarding issues.
- Create positive and effective channels of communication and partnership working between the school and relevant partners to help pupils get the most out of their school experience.
- Work closely with other schools and service providers, including health and children’s social care where appropriate.
- Support staff members who make referrals to external agencies.
- Liaise with the police as and when required.
- Work closely with the school’s DSL to ensure the welfare of all students who are raising concerns.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Be alert to when persistent absence becomes a safeguarding concern and early help may be required.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

Signed

Date.....

Person Specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade C in English and Maths
Experience	<ul style="list-style-type: none"> • Experience working in a school environment or other educational setting • Experience identifying interventions to raise attendance of pupils • Experience working directly with pupils and parents • Experience working collaboratively with colleagues • Experience analyzing data and producing reports and identifying key insights
Skills and knowledge	<ul style="list-style-type: none"> • Good listening skills • Effective written and verbal communication skills • Knowledge of the possible interventions to raise attendance • Knowledge of the potential barriers to high attendance that pupils may face • Ability to tailor interventions to individual pupils • Ability to use IT systems and to conduct analysis and produce reports • Good knowledge of Excel • Ability to create good relationships with pupils, staff and parents
Personal qualities	<ul style="list-style-type: none"> • Willingness to provide the best possible opportunities for all pupils • Organised, proactive and self-motivated • Good time management skills • Commitment to upholding and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Ability to maintain confidentiality at all times • Committed to safeguarding, equality, diversity and inclusion • Access to a Car during the day with business insurance and a full driving license • A willingness to work flexible hours to accommodate the needs of the post.