



JOB DESCRIPTION	
Post Title:	ATTENDANCE OFFICER
Purpose:	<ul style="list-style-type: none"> To support children whose education is at risk due to attendance related issues as identified across the school.. To help families to improve their children's access to learning and enable all children and young people to maximize their educational opportunities, especially those vulnerable groups that may need additional support. To work as a member of the attendance team to monitor attendance and support parents and students with any issues impacting this. To manage work load in order to achieve targets set in the Romero Partnership. To investigate the reasons for pupils unauthorized absence from school as requested by designated person in school and take appropriate action to secure regular attendance. To develop and maintain high quality pastoral relationships with pupils who are on the caseload because they are identified as having attendance of 85% or below or are at risk of becoming persistent absentees. To contribute to wider pastoral support for young people. To track and reduce persistent absence.
Reporting to:	<ul style="list-style-type: none"> Assistant Principal
Working Time:	<ul style="list-style-type: none"> Full time.
Salary/Grade:	<ul style="list-style-type: none"> Grade 5
Disclosure level	<ul style="list-style-type: none"> Enhanced
Line Manages:	<ul style="list-style-type: none"> Attendance Assistant
MAIN (CORE) DUTIES	
	<ul style="list-style-type: none"> To adhere to all data protection and data management legislation. To provide a complementary service for students, parents/carers and staff to assist in addressing attendance issues and punctuality. To provide support for behaviour and attendance to the Leadership Team. To liaise with key members of staff within the Romero Partnership. To support the school in the cluster in achieving attendance targets. To assist students and their parents/carers in overcoming barriers to learning within the cluster as requested by key members of staff within the partnership. To provide regular reports for the Leadership team as required. Attendance and punctuality. To promote the value of achievement in education and inclusion



	<ul style="list-style-type: none"> • To develop strong partnerships with a range of relevant support and external agencies to help promote, encourage and facilitate good levels of student • To advise relevant staff on strategies necessary to support individual students. • To meet/communicate with students, parents/carers both formally and informally via phone calls, one-to-one meetings at the relevant school, home visits and letters as appropriate. • Make home visits as appropriate to the individual case on an accompanied or unaccompanied basis as required by specific circumstances. <p>To use judgement, in consultation with relevant staff and external agencies, as to when serious action (including FPN and Court Action) need to be taken.</p>
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<ul style="list-style-type: none"> • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. • The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. 	<ul style="list-style-type: none"> • This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.
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This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service (DBS) will be required prior to appointment. This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All duties and responsibilities must be carried out with due regard to the Romero Catholic Academy's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Romero Catholic Academy's Equal Opportunities Policy. Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)