



All Hallows Catholic High School

Job Specification

Attendance Improvement Officer

PURPOSE OF THE ROLE

To support the schools strategy for continually improving pupil attendance.

ACCOUNTABILITIES/RESPONSIBILITIES – appropriate for this post:

- Manage individual cases causing concern regarding school attendance, by means of correspondence, interview, home visits and other measures as required.
- In partnership with the school and other agencies, to instigate and develop different strategies in working with pupils recognised as being at risk of poor attendance and/or persistent absence from school.
- Assist with tracking of pupils who do not arrive for admission or who go missing during the school year.
- Identify young people and families with the highest levels of difficulties and to assist
- Co-operate with DSL/HOYs/SLT Teams in their role in the investigation and monitoring of safeguarding/child protection issues and contribute to case reviews.
- Provide training, advice and guidance as appropriate to staff within the school including advice on policy issues relating to attendance.
- Fully participate in performance management, supervision and training as required.
- Maintain appropriate records of work undertaken and provide feedback on request of work undertaken with families and pupils.
- Liaise with other agencies on behalf of the school, pupil and parents/carers.
- Activate requests for penalty notices/other legal proceedings after discussion with school/court officer, prepare evidence for court and attend hearings as required.
- Contribute to the monitoring/analysis of attendance and persistent absence rates ensuring that accurate statistics are maintained and that regular data returns are submitted to the LA promptly
- Work in a multi-agency environment and multi-agency teams
- Arrange, chair and produce reports on attendance panel meetings
- Take a lead role in the use of the schools' ICT attendance programmes, analysing data and sharing this with others as appropriate

COMMUNICATION AND GENERAL REQUIREMENTS:

- Establish and maintain co-operative working relationships with internal and external stakeholders.
- Contribute to the overall ethos and aims of the school.
- Appreciate and support the role of other professionals.
- Participate in training and other learning activities as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Play a full part in the life of the school community, to support its distinctive mission and Catholic ethos and to encourage and ensure staff and students to follow this example.
- Assist in providing an atmosphere in which effective learning can take place
- Support the promotion of positive relationships with parents, carers and outside agencies.
- Work within school policies and procedures.
- Be aware of the confidential nature of issues related to home/pupil/teacher/school work.
- Any other duties commensurate with the grade, as required by the Headteacher.

OTHER RELEVANT INFORMATION:

Reporting To:	Assistant Headteacher with responsibility for attendance
Liaising With:	Senior Leadership Team, Teaching and Support staff, LCC Finance Team
Salary Scale:	Grade 4
Working Time:	Part time (16 hours per week)
Start Date:	A.S.A.P
CRB Disclosure:	Enhanced