**ATTENDANCE AND ADMINISTRATION OFFICER**

**JOB DESCRIPTION**

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| **Job Title** | Attendance and Administration Officer |
| **Grade** | Grade 6 (SCP 15-22)  Actual Salary £21,916 -- £24,932 |
| **Location of work** | Bridgewater High School Upper and Lower Sites |
| **Directly responsible to** | Assistant Headteacher |
| **Hours of Duty** | 37 Hours per week, Term Time Only Plus 2 INSET Days  (38.4 weeks per year) |
| **Primary Post and Scope of the Job** | The postholder is responsible for overseeing the day to day running of attendance; to improve student attendance and punctuality and student support services, enabling access to learning for all students regardless of their circumstances. This includes ensuring that statutory functions are fulfilled in accordance with legislation and agreed council and school policies.  Facilitating the efficient implementation of the Academy policy to ensure outstanding student attendance and creatively supporting students for whom attendance is a barrier for learning.  The postholder will also provide student support in relation to pupil premium students, and the administration of all student admissions |
| **Working Relationships** | • Pastoral and Curriculum Leaders  • Pastoral Staff  • Office and Administration Staff  • Senior Leadership Team |
| **Key Tasks and Accountabilities** | **Attendance:**  • To work with the Heads of Year/Assistant Heads of Year/Pastoral Support to identify students with absence or punctuality issues and set and monitor targets for improvement.  • Support the role of parents in student’s learning and contribute to/lead meetings with students/ parents to provide constructive feedback on student engagement/ progress/achievement etc.  • In liaison with the pastoral team, support the work required for Early Help and Family Support processes.  • Provide objective and accurate feedback and reports as required, to the pastoral team on student attendance ensuring the availability of appropriate evidence.  • Monitor all matters associated with student attendance and refer to the Pastoral Team as appropriate any matters which may need the wider support of the pastoral team.  • To work with groups of students using motivational encourage a positive attitude to attendance.  • Establish productive working relationships with all students, acting as a role model and setting high expectations.  • To work with individual parents and families, identified by the school to ensure that all children of compulsory school age receive appropriate educational opportunities and statutory requirements are met.  • Promote positive and supportive relationships with identified parents/families to improve students’ attendance by carrying out home visits, meetings and when needed, collecting children from home to get them into school.  • Support preparation of final case reports, statutory supervision and attend court as a witness, if necessary, to ensure that the legal proceedings against parents for non-school attendance of their children.  • Support Pastoral Leaders in negotiating with Parents/Carers and agree planned intervention strategies, incorporating assessments and regular reviews, to assist the process of removing obstacles to school attendance.  • Provide appropriate information to enable families to receive material and welfare benefits to which they are entitled in order to alleviate problems of financial hardship.  • Attend weekly meetings with Assistant Headteacher and Pastoral Team and follow up appropriate actions.  • Oversee the data for the bi-weekly Vulnerable Attendance Register VAR and support the Assistant Headteacher with its smooth operation.  **Administration**  • Support the processes required for students changing school e.g., Managed transfers, in-year admissions and hard to place students (fair access).  • Support the administration processes required in for successful transition through from Y6 to Y7.  • Oversee all administration for weekly and term attendance rewards.  • Complete all relevant data collection using Arbor and FFT Aspire  • Filing of student related paperwork.  **General**  • Carry out all duties with due regard and compliance with confidentiality and data protection regulations, particularly with regard to student data.  • Carry out all duties maintaining the highest levels of customer care and service and adhering to the schools’ safeguarding and security policies at all times.  • The post holder is responsible for the safeguarding and promotion of the welfare of children.  • To be prepared to undertake relevant training as and when required.  • Undertake such additional duties as are reasonably commensurate with the level of this post. |
| **Review Arrangements** | The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.  Notwithstanding the details in this job description, in accordance with the Trust’s Flexibility Policy, the job holder will undertake such work as may be determined by the Principal from time to time, up to or at a level consistent with the principal responsibilities of the job. |
| **Date Job Description prepared/revised: April 2023**  **Prepared/revised by: Duncan Morrison, Assistant Headteacher** | |
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**ATTENDANCE &ADMINISTRATION OFFICER**

**PERSON SPECIFICATION**

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|  | Essential | Desirable |
| **Knowledge, skills and abilities** | | |
| Ability to work effectively within a team environment, understanding pastoral roles and responsibilities | x |  |
| Ability to build and maintain effective working relationships with all pupils and colleagues | x |  |
| Ability to promote a positive ethos and role model positive attributes | x |  |
| Ability to work with children at all levels regardless of specific individual need | x |  |
| Ability to adapt own approach in accordance with pupil needs | x |  |
| Ability to continually develop and extend own working practices | x |  |
| Excellent personal numeracy and literacy skills | x |  |
| Understanding of principles of child development, learning styles and independent learning | x |  |
| Working knowledge of relevant policies/codes of practice/legislation |  | x |
| Understanding of inclusion, especially within a school setting | x |  |
| Understanding of other basic technology – |  | x |
| Understanding of safeguarding policies and procedures |  | x |
| Knowledge of the external agencies involved in attendance processes |  | x |
| Experience of working to improve school attendance |  | x |
| Experience of working with school IT system (Arbor/SIMS) | X |  |
| **PROFESSIONAL VALUES AND PRACTICE** | | |
| Must be able to demonstrate all of the following: | | |
| High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements. | | |
| Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners. | | |
| Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work. | | |
| Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice | | |
| Able to liaise sensitively and effectively with parents and carers,  recognising role in pupils’ learning. | | |
| Able to improve their own practice through observations, evaluation and  discussion with colleagues. | | |
| **Qualifications** | | |
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| Minimum 2 year experience of working with children in an educational setting (within specified age range/ subject area) | x |  |
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| Willingness to participate in relevant training and development opportunities | x |  |
| **This post is subject to an Enhanced DBS check** | | |