



## **Job Description**

<b>Job Title:</b>	Home School Attendance Officer
<b>Grade:</b>	Grade 4 – spinal points 5 to 6 £18,147 to £18,475 (Actual Salary)
<b>Work Pattern:</b>	Term Time only (including Inset Days) 36 hours per week – Term time plus 1 week totalling 39 weeks
<b>Reports To:</b>	Vice Principal of Drapers' Academy
<b>Staff Managed (if any):</b>	None

### **Job Role**

The Home School Attendance Officer is one member of a team of school staff who work together to make sure that particular children achieve their full potential at school by achieving and maintaining excellent attendance. The Home School Attendance Officer works at the direction of the Vice Principal of Drapers' Academy.

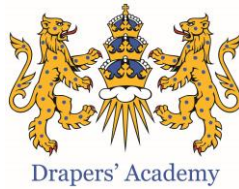
The job of the Home School Attendance Officer is to work with children that have been identified to them. The Home School Attendance Officer will work with children and their families, where appropriate, to achieve the best outcome.

### **Main Purposes of the Job**

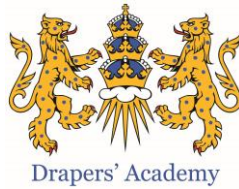
- To monitor and improve attendance and punctuality across every year group.
- To identify and take actions to decrease the number of pupils with persistent absence across the school.
- To help overcome barriers to learning outside the school in order to ensure consistently good attendance & punctuality and improve the outcomes of vulnerable pupils

### **Main Duties and Responsibilities**

- To monitor, keep statistics, record, report and evaluate the implementation of all plans to improve attendance and punctuality across the school.
- To develop and maintain an effective working relationship with the families of the school community, particularly those who are difficult to engage and whose children have poor attendance.



- To maintain regular contact with families/carers, to keep them informed of the child's needs and progress and to secure positive family support and involvement in regards to attendance and punctuality.
- Maintain regular 1:1 meetings or small groups with identified pupils to support improved attendance and punctuality.
- To monitor attendance and punctuality of pupils within the schools, raising any concerns with the Pastoral Managers and pastoral/relevant staff according to school policies and procedures. Where appropriate liaise with other school attendance leads to monitor and address families across MAT schools.
- To work closely with key members of staff to ensure that the needs of the children are met, including contributing to policies and practices that will promote inclusion and engagement.
- To have full knowledge and appreciation of the range of activities, organisations and individuals that could provide extra support for pupils and recommend referrals, as appropriate.
- To provide support for pupils' emotional and social needs by encouraging positive behaviour in line with the schools policies and ethos.
- To support effective transfer of pupil information on targeted pupils in regards to attendance and punctuality, giving both pupil and families support during transition and transfer, where necessary.
- To promote the safeguarding of pupils using the agreed procedures for identification, responding to disclosure and reporting to the relevant lead professional.
- To carry out duties in accordance with health and safety legislations and the school's policies.
- To promote inclusion and equality of opportunity for all pupils in accordance with the school and MAT policy.
- To participate in professional networks, share best practice and attend any training, as required.
- To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.



### **Additional duties**

- Comply with the Code of Conduct and all policies and procedures of the MAT and the schools, and to report any concerns to the appropriate person.
- Engage in relevant continuous professional development opportunities and performance management/review arrangements.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Trust, following appropriate consultation.