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| Trinity Academy GrammarJob Description | C:\Users\lsanderson\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\739D3D85.tmp |
| Job Title:  | Lead Attendance & Admissions Officer  |  |
| Job Scale:  | Scale SO2/PO1 (Points 26-30) |  |

**BASIC JOB PURPOSE**

* To lead on a reduction in student absence across the academy by leading the delivery of attendance strategies
* To lead on engagement with families to support them to engage with the academy and to recognise the importance of attendance and fulfill their legal responsibilities.
* To lead on facilitation of effective partnerships between parents, families and the academy and its partners.
* To use academic data from internal and external sources to plan, implement and evaluate attendance strategies.
* To liaise with staff, parents, other education institutions and multi-agency partners to support students progress and overall development.
* To lead any statutory action in relation to non-attendance and education welfare.

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| **Reporting to:**  | Assistant Principal, Student Support  |
| **Responsible for:**  | Attendance and admissions manager & other pastoral staff as directed by the senior leader responsible for attendance |

**MAIN RESPONSIBILITIES**

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| **1** | To provide leadership and management for academy attendance strategies and engage with parents and families to improve student attendance rates. |
| **2** | To use, model and evaluate effective practice and quality assure the processes and systems relating to student attendance and work with other staff and agencies who support students (including Local Authority and Government Agencies, Health and Children’s Services, Voluntary Groups, Parent & Carer Organisations) to ensure effective communication concerning the maintenance of students wellbeing.  |
| **3** | To arrange and carry out home visits, or on site visits, to explore and offer support to improve student attendance. |
| **4** | Develop processes and procedures to improve the attendance systems through data analysis, pastoral information and other evaluation methods. |
| **5** | To record and maintain accurate student records, in line with Data Protection legislation and academy policy and procedures.  |
| **6** | To take part in internal meetings, leading the sharing of information and ideas, and positively promoting and providing guidance on academy policy and procedures where necessary. Where there are areas of concern, or potential underperformance liaise with tutor(s), College Managers or other colleagues as appropriate. |
| **7** | Have an up to date knowledge of legal proceedings and lead any statutory action over on-attendance cases when necessary, including presentation of cases in court. (As defined by the Education Act 1996 and other relevant legislation). |
| **8** | To ensure any prosecution orders are followed, deliver cautions and act as education officer with the relevant legal frameworks. |
| **9** | To invoke and participate in Child Protection procedures, as appropriate, including making an education contribution at case conferences, multi-agency meetings and other |
| **10** | To prepare reports, assessments and provide other data, as required.  |
| **11** | To act as a role model and actively demonstrate understanding of academy policy and procedures to students, staff and parents. |
| **12** | To remain informed and up to date around national initiatives and good practice as it relates to students and attendance and education welfare, and provide relevant advice, information and support to colleagues and other partners.  |
| **13** | To create strong links with the wider community to enhance the curriculum and culture of achievement within the academy. |
| **14** | To line manage the Attendance Manager. |
| **15** | To contribute to absence reduction and attendance improvement strategies in other academies in the Trust through sharing good practice and delivering training.  |

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| Other Specific Duties: |
| * All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside school.
* Treat all students with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people.
* To continue personal professional development as required
* Attend staff and other meetings and participate in staff training and development events as required
* To actively engage in the performance review process
* All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee’s current salary
* To work in the best interests of the academy Trust, students, parents and staff
* To adhere to the academy’s policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety
* Undertake the role of a Form Tutor within the academy’s Vertical Tutoring pastoral College structure, and provide relevant and appropriate pastoral support
* To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role
* To work at locations across the academy Trust, as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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.This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post holder name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post holder signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date |

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| **PERSON SPECIFICATION** |
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| **Job Title: Lead Attendance & Admissions Officer**  |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | * education to degree level or equivalent relevant experience
* experience of successfully working with identified disaffected students, or groups of students.
* experience of monitoring and recording progress of learners
* experience of forging community/voluntary/parent and partner agency links
* experience of working with young people to improve their attendance
* experience of leading or managing a team
* experience of conflict resolution
 | * leadership of a community project/area of school development
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| **Knowledge & Understanding** | * knowledge of statutory provisions relating to education welfare and non-attendance.
* innovative approaches to working with students, parents, the local community and multi-agency partners in relation to, attendance, behaviour and inclusion strategies
* strategies for ensuring equal opportunities for students, staff and other stakeholders.
* ability to participate professionally in meetings
 | * understanding of Safeguarding and Child Protection issues.
* knowledge of the needs of SEN students in academic surroundings
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| **Skills & Abilities** | * ability to communicate effectively, negotiate and network through highly developed inter-personal written, verbal and presentation skills to a range of audiences, including SLG and governors
* work as an effective team member and apply given instructions
* prioritise, plan and direct the workload of self and others, balancing long and short term priorities
* set high standards and provide a role model for students and staff
* well developed analytical, planning and organisational skills
* demonstrate a willingness to take the initiative
* identify and develop creative and imaginative solutions to solve problems
* seek support and advice when necessary
* deal with student’s personal and other crises
* demonstrable ability to evaluate work programmes and strategies
* evidence of sound judgment skills
 | * willingness to develop own understanding and capability through advice and training
* think clearly in emergency situations
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| **Personal Qualities** | * enjoyment in working with young people and families.
* an excellent record of attendance and punctuality
* commitment to inclusive education and learning
* resilience, patience and perspective
 | * reliability, integrity and stamina
* respect confidentiality
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