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**Welcome to TSFA**

**Job Description and Person Specification:**

**Attendance Officer**

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| Trinity Sixth Form AcademyJob Description |  |
| Job Title:  | Attendance Officer |  |
| Job Scale:  | Scale 4 (Point 7 – 11) |  |

**BASIC JOB PURPOSE**

* To manage the attendance processes in line with statutory requirements.
* To maintain accurate attendance records across the academy, and report on attendance as required and contribute to strategies that improve academy attendance.
* To deal with enquiries and queries from parents.
* To liaise with staff, students, parents and other partners to ensure that attendance processes are accurate and fit for purpose.
* To use academic data from internal and external sources to support planning, implementation and evaluation of attendance strategies
* To lead on developments and improvements to attendance processes.
* To work as a team, providing a range of administrative support for internal and external customers, as well as admin support which contributes to the delivery of teaching and learning across the academy and front of house/first point of contact services.

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| **Reporting to:**  Assistant Principal / Admin Manager |
| **Responsible for:** n/a |  |

**MAIN RESPONSIBILITIES**

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| **1** | To lead the attendance process by providing accurate student information regarding daily attendance. |
| **2** | To take responsibility for the accuracy of attendance data, reporting on student attendance as appropriate and ensuring that student absences are correctly recorded. |
| **3** | To support with the development of attendance monitoring systems that support improvements in student attendance and ensure staff have access to relevant information.  |
| **4** | To produce timely, data driven reports and other data to inform staff as required. |
| **5** | 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 to ensure effective communication concerning the maintenance of students' attendance and wellbeing.  |
| **6** | To ensure that issues of attendance comply with the relevant equality, safeguarding and education legislation. |
| **7** | To deal with parental enquiries, which can be challenging conversations and occasionally in difficult circumstances. |
| **8** | To provide information, advice and guidance (both internally and externally), and answer routine queries from internal and external enquirers, in line with academy policies and attendance procedures. |
| **9** | To monitor and quality assure attendance processes. |
| **10** | Have an up-to-date knowledge of legislation and lead any action over non-attendance cases when necessary, including revocation of places and suspensions.  |
| **11** | To support any actions in relation to non-attendance and education welfare (e.g., home visits). |
| **12** | To act as a role model and actively demonstrate understanding of academy policy and procedures to students, staff and parents. |
| **13** | To contribute to absence reduction and attendance improvement strategies in other academies in the Trust through sharing good practice and delivering training |
| **14** | If required, to act as Fire Marshall during evacuation and emergency procedures in the academy.  |
| **15** | To undertake any other administration duties within the team to ensure the delivery of high-quality teaching and learning, e.g; preparing correspondence, managing meeting rooms, dealing with hospitality and arrangements for attending conferences, raising orders and monitoring stock supplies and being first point of contact for visitors, students, parents, carers and governors. |

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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, 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 duties as required 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.   |
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| **PERSON SPECIFICATION** |
| **Job: Attendance Officer** |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications and experience** | * 5 or more GCSEs at grade C or above, including English and Maths (or equivalent)
* Experience of working to deadlines and developing systems
* Experience of producing reports
* Experience of using databases, word processing and a range of other IT packages.
 | * Working with young people
* Experience of working in a school environment (understanding of safeguarding and child protection issues)
* Experience of Bromcom.
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| **Knowledge and understanding** | * Innovative approaches to developing systems and procedures
* Understanding of filing, storage and archive systems and procedures
* Effective review and evaluation procedures
* Understanding attendance in an educational setting.
 | * Innovative approaches to working with staff, students and other academy partners
* Strategies for ensuring equal opportunities for all stakeholders.
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| **Skills and abilities** | * Well-developed time management, planning and organisational skills
* To effectively manage and work as a member of a team, participate in meetings, open evenings and negotiate as necessary
* Ability to communicate and negotiate effectively to a range of audiences (internal and external) through highly developed inter-personal, written, oral and presentation skills
* Sound judgment and ability to make decisions based on understanding of relevant information
* Able to prioritise work and to manage work to meet tight deadlines
* Adaptability to changing circumstances/ideas
* Develop, maintain and use an effective network of contacts, seeking advice and support when necessary
* Set high standards and provide a role model for students and staff and take responsibility for own and others professional development.
 | * Negotiate and consult fairly and effectively
* Deal sensitively with people and resolve conflicts.
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| **Personal qualities** | * Adaptability to changing circumstances/new ideas
* Ability to inspire confidence in staff, students, parents and others
* Reliability and integrity and a commitment to confidentiality.
 | * Determination to succeed and the highest possible expectations of self and others
* A commitment to inclusive education.
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