



Attendance Improvement Officer

Salary / grade range	SO1 SCP 23-25
Contract	Permanent, 37 hours per week, term time only + 5 days
Location	Co-op Academy Priesthorpe, Priesthorpe Lane, Pudsey, LS28 5SG
Reports to	Assistant Principal with responsibility for attendance / Attendance Improvement Manager

Purpose of role:

To support the systems which enable the school to improve on base figures on attendance and truancy as set by the Government, the LA and the school. To provide specific support in relation to attendance and work under the guidance Line Manager.

Key accountabilities (and specific duties / responsibilities):

Specific Responsibilities

- Follow daily attendance processes effectively, ensuring that students are promptly registered and first day absence notifications and calls are made in a timely manner to ensure the safeguarding and welfare of students.
- Collecting, entering and using academy based data to support analysis procedures in school. Presenting data in a range of formats for analysis, monitoring and presentations.
- Delivery of appropriate mail merged letters as well as individual communications.
- Monitoring data on a daily basis to identify patterns and inconsistencies for individual students or groups of students.
- Work with targeted groups of pupils and their families to raise attendance
- Work with the Leadership team and Pastoral teams to manage effective short, medium and long-term attendance strategies in-line with both local and national attendance processes
- Work closely with the Attendance Improvement Manager and Wellbeing Officer, to produce reports, data and analyse interventions to support their work.
- To support safeguarding processes by ensuring appropriate and timely follow up of first day absence notifications, this includes follow up contact with parents/carers and notifying pastoral teams of absences related to vulnerable students.
- Encourage good relations and effective dialogue between parents / carers and school to ensure confidence is built in school processes and the importance of accessing education is promoted.
- Work in partnership with Pastoral Leaders and other agencies to focus on early



identification of absence and truanting concerns ensuring local procedures related to Children Missing Education are followed in all cases.

- Effectively review and monitor impact of attendance interventions and support
- Follow all protocols of data protection and confidentiality whilst sharing the monitoring findings, concerns and relevant information with key staff as appropriate.
- Develop innovative and new ways of encouraging families to make attendance and punctuality at school a top priority.
- Work to raise the profile of improving attendance/punctuality through various initiatives.
- Develop expertise in all processes and procedures for the purpose of raising standards.
 - Keep accurate records and/or documentation pertaining to meetings/contact with young people and their families.
 - Provide accurate information and/or reports for safeguarding meetings, early help meetings and/or hearings as requested.
- Manage and undertake programme of 'Truancy Sweeps' (home visits) with Attendance Improvement Officer (AIO) and pastoral team/leadership team members, as required.
- Oversee the general admissions process, including in-year transfers and referrals to IYFA panel.
- Manage academy roll, adding and removing students in liaison with other academies and LA, with regard to safeguarding and CME guidance.
- Train staff in the use of the Keep Kids Safe (KKS) system and Attendance module.
- Support AIO in meetings with parents, at Attendance clinics and Parents' Evenings.
- Any other duties and roles commensurate with the post level.

Attendance monitoring and management – role and responsibilities

Daily:

- Management of electronic registers/ absence reports.
- Monitor and enter lates.
- Follow up students reported not in the academy.
- Follow up and check any post registration truancy.
- Produce daily list of absentees/absence report.
- Enter reasons for absence from parents from telephone messages.
- Follow up unexplained absences with parents and students.
- Follow up absences identified by Key Stage Leaders/Year Leaders.
- First day call up of target students.
- Intervention groups.

Fortnightly:

- Meet with each Year Leader to monitor identified students and set targets for improvement.
- Identifying students meeting Penalty Notice criteria and reporting to Year Leaders and AIO.
- Distribute and file reports.

Half Termly:



- Produce attendance analysis for Key Stage Leaders/Year Leaders.
- Prepare for half termly attendance returns.
- Meet with KS5 Leader for overview of Post 16 attendance using data analysis produced by Post 16 administrative staff.
- Meet with Post 16 staff for overview of Post 16 attendance and to ensure that attendance and punctuality procedures have been correctly followed.

General:

- Keep on file all attendance data and prepare summary for Attendance Returns, Governors Reports.
- Manage and monitor term-time holiday request forms.
- Record progress on attendance targets set and share with key staff.
- Liaise with AIO to issue early warning letters to identified parents alerting them to Penalty Notice. criteria, offering an opportunity to meet with staff to discuss any issues or concerns.
- Monitor students on AIO Penalty Notice warning period and report back to AIO.
- Keep the Attendance module updated.
- Manage rewards programme for improved attendance.
- Suggest and pilot new strategies for improving attendance.
- Having knowledge and understanding of the Data Protection Act.
- To understand and comply with the academy's Equal Opportunities Policy.
- Being part of a team and responsible for promoting ideas and suggestions
- To carry out any other duties within the overall function commensurate with the grading and level of responsibility of the post, as required by the Headteacher.

Management (implementation) including Performance Management

- Be accountable for own performance management, setting challenging objectives/targets in line with the academy priorities.
- Maintain up-to-date role specific knowledge.

Monitoring

- Actively monitor systems to achieve efficiency and value for money.

Evaluation

- Evaluate impact of resources and systems.

Strategic Direction and Development of Co-op Academy Priesthorpe

The post holder will be expected to support and promote the development and progress of the academy, its students and staff. All staff are expected to:

- Facilitate open and clear lines of communication with all stakeholders.



- Contribute to the academy's development and implementation of policies.
- Support all staff in achieving the academy's priorities and targets.
- Ensure parents are well informed about the academy and their child's progress.

Working with Staff

The post holder will promote positive and professional working relationships between all staff within the Department and academy. They will also be expected to:

- Support the implementation of the academy's Performance Management policy.
- Follow the academy's quality assurance processes.
- Liaise with appropriate colleagues to ensure that individual needs of students are identified and met.
- Promote an inclusive environment and support the development of strategies to improve attendance.

Effective Deployment of Staff and Resources

The post holder will make a significant contribution to the effective deployment and development of resources. They will also be expected to:

- Take advice on establishing priorities for expenditure and the cost effective use of resources
- Work within the academy's Quality Assurance framework.

Other

- Responsible for a student coaching group.
- Co-op Academy Priesthorpe expects all employees to uphold the duty to safeguard and promote the welfare of learners.

NOTES

This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time, after consultation with the post holder.

Personal attributes required (based on job description):



Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
<p>Qualifications</p> <ul style="list-style-type: none"> GCSE in English and Mathematics at grade C or above Degree 	Desirable	A
<p>Experience</p> <ul style="list-style-type: none"> Use of relevant ICT software packages to support learning and complete administration/reports as required Substantial relevant experience in an academy setting Good working knowledge of Arbor 	Desirable	A/I A/I
<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> Ability to interact positively and productively with students and staff To be able to demonstrate proficient ICT skills To be able to use initiative and have problem solving skills To be able to monitor and evaluate procedures effectively Communicate effectively with students, parents and other colleagues Work under pressure Organise and develop effective systems Take initiative and work independently Work to high levels of accuracy Prioritise and plan to ensure completion of tasks 		A/I A/I A/I A/I A/I A/I A/I A/I A/I
<p>Personal Qualities</p> <ul style="list-style-type: none"> Willingness to keep up-to-date with role specific practice Is committed, resilient, robust and resourceful A record of reliability and integrity Demonstrates fairness, honesty and integrity in his/her existing practice and conduct as a 		A/I A/I A/I A/I



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<p>professional</p> <ul style="list-style-type: none">• Humour, optimism and ambition• Willingness to participate in further training and CPD• To be able to understand and be committed to equal opportunities for all members of the academy community• Co-op Academy Priesthorpe expects all employees to uphold the duty to safeguard and promote the welfare of learners		A/I A/I A/I A/I
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Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check with appropriate childrens and/or adults barred list check if necessary. A person who is included in the childrens or adults barred list commits an offence if they engage in regulated activity from which they are barred.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.