

Attendance Officer

Job Title: Attendance Officer

Responsible to: Pastoral Deputy

Hours: 37 Term time only

Salary: BS6 (£18070 - £18746 pro-rata)

OVERALL RESPONSIBILITY

- To have responsibility for pupil attendance records and the monitoring of pupil attendance.

DUTIES

1. Maintain computerised attendance records for all students – based on two session registrations per day.
2. Print off class and tutor registers when required, e.g. for supply teachers without a school laptop or for a computer systems failure.
3. Ensure there are records available to be used should the Fire Alarm go off.
4. Operate, monitor and update the student absence records, contact parents/carers and inform relevant members of staff as appropriate.
5. Prepare and analyse pupil attendance and punctuality reviews upon request. This includes requests from school staff and others, such as members of the Inclusion Officer.
6. Liaise with those who have requested an attendance and punctuality review.
7. Regularly produce summary absence printouts for tutors to enable them to monitor and follow up pupil absences.
8. Prepare pupil attendance data for school reports and central records as required.
9. Provide regular statistical returns on attendance for the Senior Management Team.
10. Monitor 6th form attendance and inform the Head of Sixth Form of student attendance, including information on identified pupils in receipt of EMA payments.
11. When required, address Year groups in assemblies on issues relating to attendance.
12. Organise the purchase of the 100% Attendance Awards for Prize Day
13. Maintain displays around the school to highlight attendance issues and record successes.
14. In order to promote the importance of attendance organise competitions between tutor groups.
15. Support families to improve attendance
16. Work with the Inclusion Officer to improve attendance.

Continuing Professional Development

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
2. Undertake any necessary professional development – particularly when concerning the methodology, strategies and initiatives related to monitoring and improving pupil attendance and relevant ICT skills.