



Attendance Intervention Officer

Role Title	Attendance Intervention Officer (AIO)
Reports To	Assistant Headteacher
Role Purpose	To provide a specialist service to help the school to raise achievement by improving school attendance and punctuality and to meet our attendance targets.
Role Requirements	<ul style="list-style-type: none"> • Advising the school on strategies to promote the regular and punctual attendance of all students and assisting with the implementation of agreed strategies. • Updating school records, analysing attendance data and providing reports to senior managers and other professionals. • Disseminating information, both internally and externally, in a timely fashion. • Meeting with school staff, students and parents to establish the reasons for non-attendance/poor punctuality and agree plans with appropriate strategies and timescales to tackle issues. • Tracking and intervening with Persistently Absent students. • Home visits to Persistently Absent students • Contacting families in response to allocated referrals through home visits and/or meetings in school. • Preparing the appropriate paperwork and presenting information as required to enable the school to meet its obligations and statutory responsibilities. Being fully aware of and carrying out all work in line with Child Protection/Safeguarding Procedures. • Liaising and working with external organisations as required. • Keeping accurate, clear and concise records of all interventions and consultations and updating information on the school's attendance system. • Managing your own workload in line with the school priorities. • Maintaining a good working knowledge of the statutory framework and any policies and procedures relating to school attendance, child employment, child protection and special needs etc. to be able to offer informed advice to parents, school staff and others. • Liaising with the Pastoral Support Team and advice on all matters relating to attendance and, where necessary, take a lead role in developing work processes to improve school attendance. • Working on initiatives which raise the awareness of the whole school community on the importance of good school attendance. • Coordinating the work of any colleagues who may assist with the running of attendance <p>General Duties</p> <ul style="list-style-type: none"> • Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions. Co-operate with the employer on all issues to do with health, safety & welfare • Co-operate with the employer on all issues to do with health, safety & welfare • Support the school's implementation of all other current statutory requirements <p>Continuing Professional Development – Personal</p> <ul style="list-style-type: none"> • Actively pursue own personal development and take full advantage of training provided • Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice • Participate in new initiatives and future changes in service delivery improvements to support the objectives of the school

	<ul style="list-style-type: none"> Undertake such duties as may be considered appropriate in line with the needs of the school <p>This role requires flexibility to meet operational demands.</p>
Skills and Experience	<p>Essential Criteria</p> <ul style="list-style-type: none"> Demonstrate great resilience and people skills in order to support staff, students and families Ability to communicate effectively with children and adults at all levels Demonstrate an understanding of issues that may affect a student's ability to attend school Demonstrate an understanding of issues linked to confidentiality Demonstrate a knowledge of attendance regulations Demonstrate an awareness of child protection issues Excellent ICT skills Ability to analyse data Demonstrate an eye for detail Demonstrate a willingness to take responsibility for continued professional development Demonstrate an ability to cope with stressful situations Ability to use own initiative and work alone when necessary Flexibility and a positive can-do attitude Evidence of working as a member of a team <p>Desirable Criteria</p> <ul style="list-style-type: none"> Work within an educational/social care setting Previous work with young people and families Knowledge/experience of using SIMS
Qualifications and Training	<p>Essential Criteria</p> <ul style="list-style-type: none"> A good level of general education including GCSE or equivalent, in maths and English Hold a full UK driving licence and have access to own transport, for home visits.
Hours	25 hours per week, Monday to Friday 8am – 1pm Term time plus one week (40 weeks)
Salary	Grade D: £15,558-£17,117 (£26,918-£29,616 FTE)
Contract	Fixed Term until 31 August 2025
Additional Information	This job description is not necessarily a comprehensive definition of the post. It sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties and the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.