Attendance Officer

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| **Grade** | Actual salary £23,721-£24,227 |
| **Working hours** | Term-time only. 40 hours per week, 7.30am-4.00pm (with half hour unpaid break), to include INSET days.  |
| **Start Date** | As soon as possible. |

If you would like further information about the role or an informal chat, please contact the Mrs M Pearce, Assistant Headteacher either by telephone call 01256 322691 or email michelle.pearce@aldworth.hants.sch.uk

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| 16 February 2025 | WC 24 February 2025 |

***The Blue Coat School, Basingstoke is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.***

**Attendance Officer**

**The Blue Coat School**

The Blue Coat School joined the South Farnham Educational Trust and is the second, secondary school alongside Brighton Hill School. As such, we are in a great position to be at the forefront of educational developments to provide the best possible school experience for our students.

There is a strong sense of community within the school and a real desire amongst staff to grow and develop our teaching and provision. We are committed to ensuring a truly inclusive, enjoyable and successful school environment for all children.

Every student has a place in our school and the team are committed to high standards and expectations in every aspect of our work. We aim to grow and develop as a school community to meet these expectations which will best prepare our students for a successful and happy life after their journey with us.

**Attendance Officer**

The Attendance Officer plays a crucial role in ensuring that all students attend school regularly and punctually, in line with the national picture. A sharp focus on strategies to address truancy, supporting vulnerable groups, and developing strategies to reduce persistent absence (PA) and school attendance (SA) issues.

The officer will work closely with students, families, school leaders, and external agencies to improve attendance measures and therefore support the educational achievement of students, particularly those from disadvantaged or vulnerable backgrounds

**Candidates**

We are looking for someone with energy and enthusiasm who is dedicated to supporting students in a school and is willing to work hard. Although previous similar experience would be useful, this is not essential as full training will be provided. We are looking for someone who is willing to learn, attend training and be proactive. The school actively encourages applicants from a range of backgrounds and is proud of the diversity of the staff.

The Blue Coat School is committed to safeguarding young people and we ensure that all our recruitment and selection practices reflect this commitment. All appointments are subject to full safeguarding checks, including an enhanced DBS check. Any candidates selected for interview will be subject to an online search as part of our due diligence checks. The school reserves the right to close the position early on receipt of a strong application, so if you are interested we would urge you to apply sooner rather than later.

To apply, please complete the SFET Support Staff Application form (available on our website) and send by email to recruitment@aldworth.hants.sch.uk

For further information or enquiries, please use the above email address or contact us on 01256 322691.

**JOB DESCRIPTION**

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| **Key Duties and Responsibilities** |
|  | **Lead on Truancy and Vulnerable Group Attendance*** Undertake initial first response process for students absent from school.
* Lead initiatives to monitor and improve the attendance of vulnerable groups, including those with Pupil Premium (PP), Education, Health and Care Plans (EHCP), Looked After Children (LAC), and Children in Need (CiN).
* Implement targeted strategies to address barriers to attendance within these groups.

**Liaise with SLT Lead for Attendance*** Work closely with the SLT Lead for Attendance to share attendance data, trends, and concerns and support strategies.
* Where needed support and attend attendance panel meetings.

**Develop Strategies for Persistent Absence and School Attendance*** Work with SLT to develop and implement strategies aimed at reducing Persistent Absence (PA) and improving School Attendance (SA).
* Collaborate with school leaders to support strategies for EBSA.
* Support and undertake processes for ‘lates to school’.
* Monitor internal lesson truancy and punctuality to lessons.
* Monitor lesson registers and review effective coding.
* Use data to identify patterns, trends, and at-risk students for targeted intervention.

**Home Visits and Administration*** Conduct home visits to families of students with high absence rates or who have not been seen for 5 days.
* Complete relevant administrative tasks related to attendance, including reporting, recording, and tracking attendance data and concerns.
* Conduct virtual attendance check-ins for students attending Alternative Provision (AP) settings as well as families identified as hard to reach.

**Track Trends in Absence*** Regularly monitor and track attendance data to identify trends in absenteeism, lates and punctuality.
* Prepare and present reports on attendance patterns to SLT and other relevant stakeholders.

**Undertake Absence Support Meetings (with Heads of Year)*** Lead attendance support meetings with Heads of Year (HoY) and other pastoral staff to identify and address attendance issues.
* Develop individualised action plans for students with persistent or concerning absence patterns.

**Administrative Support for LIT, FPN, CME, and EHE*** Provide administrative support for Local Authority (LA) processes related to attendance, including:
	+ Legal Intervention Teams (LIT)
	+ Fixed Penalty Notices (FPN)
	+ Children Missing Education (CME)

**Support Mid-Year Transfers*** Assist with the administration and logistical support of mid-year student transfers.

**Other*** Adhere to statutory guidance including Keeping Children Safe in Education, health and safety, Equal Opportunities, and Racial Equality policies, ensuring a safe, inclusive environment for all students and staff.
* Undertake related training to ensure school compliance and best practice.
* Undertake additional duties as required, within the scope and grade of the position, to support the implementation of the school attendance policies and procedures, as well as direction from the Headteacher.
* Occasional other admin duties may be required to support whole admin team
* Assist with whole school events e.g. Opening Evening, etc.
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|  | You will be expected to support the aims and ethos of the school by setting a good example in terms of dress, punctuality and attendance, attending team and staff meetings and being proactive in matters relating to health and safety and safeguarding |

**PERSON SPECIFICATION**

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| Essential | Desirable |
| * 5 GCSEs (or equivalent) A-C/9-4 grades including English & Maths
* Able to prioritise workload
* Able to communicate with students, parents, staff & external agencies
* Excellent administrative and planning skills
* Ability to deal efficiently with high volumes of work and work to tight deadlines
* Empathy with young people
* Interpersonal skills
* Good ICT skills, including Excel & Word
* Flexibility
* Able to work independently and as part of a team
* Resilience and stamina
* Confidence
 | * Experience of working with young people
* First aid trained
* Awareness of child protection issues
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