Job Description

Post Title: **Attendance Officer with Safeguarding and Pastoral Responsibilities**

Reports to: **Deputy Head**

Grade 7

Purpose of the Job

To be the first point of contact for all attendance issues in school. To develop systems that will enable the school to improve on base figures on attendance and truancy as set by the Government, the LA and the school. To be the first point of contact for staff and outside agencies regarding safeguarding. To deputise for the Deputy Head with regards to Child Protection / Looked After Children / CAF. The postholder must at all times carry out his/her responsibilities with due regard to the Council's Equal Opportunities Policy. The particular duties and responsibilities may be subject to reasonable change from time to time following consultation between the headteacher and the postholder.

Duties and Responsibilities

- To be the first point of contact for all attendance issues in school.
- To be the first point of contact for staff and outside agencies regarding safeguarding
- To lead and develop procedures and practice standards to raise attendance.
- To identify students requiring intervention from the Education Investigation Service.
- Liaise with Education Investigation Service and other support services to improve attendance rates
- To raise awareness and promote a sense of legal responsibility with regards to attendance
- Support and prepare evidence as and when directed by Legal Services in legal proceedings to enforce requirements where appropriate.
- To attend Court as a witness for the Prosecution as and when required.
- To provide and advise on writing Court reports for Care Orders
- To be responsible for organising a daily check on children at risk of truanting
- Initiate and carry out post-registration truancy checks.
- Chase up reasons for absence using agreed systems
- Provide advice and support for students returning to school after a long period of absence
- Provide advice and support for parents of students returning to school after a long period of absence.
- Make contact with other primary schools and gain any relevant information about the attendance records of new students.
- To introduce initiatives to reward students and motivate them to improve attendance.
- Be available to staff and parents for home visits on individual pupils
- Provide regular updates for staff e.g Headteacher, Deputy Head, teachers and Governors on student attendance with targets and strategies for improvement

- Produce and analyse statistical data relating to attendance and feedback to Deputy Head, Headteacher and Governors
- Keep up to date with current technology and oversee the training of staff in attendance and registration issues.
- Work with new and supply staff to ensure that the school system of registration is adhered to.
- Required to prepare and follow up on referral forms to education investigation officers.
- Required to complete the attendance return..
- Ensure that school registration systems are developed and correctly administered and report on the quality of the registers
- To lead, manage and liaise with responsible authorities; Childrens' Services, LAC , HPS and CAMHS to ensure the well being of all students.
- To work closely with the School Counsellor to target vulnerable students
- To chair CAF's TAC's and other multi agency meetings as required
- Deputise for Deputy Head at Child Protection and LAC, CAF, TAF and CIN meetings
--Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. reporting all concerns to the appropriate person
- Participate in training, other learning activities and performance development as required.
-To deputise on a daily basis for Deputy Head to deal with pastoral issues, including areas of pupil behaviour
-To maintain personal and professional training and development to meet the challenging demands of the job
-To mentor individuals and groups of pupils, developing and implementing IBP's.
- Work as part of the pastoral team with the Deputy Head and Headteacher

Safeguarding Children and Safer Recruitment

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment

'This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future'.

Person Specification

Experience

Experience of dealing with attendance registration systems
Experience of liaising with external professional agencies and being the lead professional in CAF, TAF and CIN meetings
Experience of creating sustainable change

Qualifications/Training

Safeguarding intermediate level and focused training
Evidence of continuing professional development
Full driving licence with business insurance

Subject Specific knowledge

- Good working knowledge of external agencies
- Sound awareness of issues relating to attendance and safeguarding children
- Knowledge of legislation regarding attendance and safeguarding children.
- Good working knowledge of ICT.
- Knowledge of implementing good practice across the whole school.
- Knowledge of CAF process.

Personal qualities and attributes

- Ability to communicate effectively and liaise with all staff and students in the school
- Oral communication skills to effectively communicate with a range of individuals, in a variety of different manners, on complex or legal issues including influencing, persuading and negotiation skills
- Ability to assess and address the issue of safeguarding and protecting children from harm
- Ability to evaluate situations and deal with compassionately and appropriately
- Organisational skills to ensure compliance with attendance and safeguarding targets
- Self motivated and a collaborative team worker, working independently using own initiative as well as closely and productively with others, inside and outside the organisation..
- Drive and enthusiasm, being able to inspire self and others.
- A commitment to the school's ethos and values