

# **Job Description and Person Specification**

## **Role**

Attendance Officer / Whole School Area Lead  
Beckfoot Trust  
Salary/Grade: Band S01  
Reporting to: SLT

# JOB DESCRIPTION

## Corporate Responsibilities

- Develop and deliver strategies to manage and improve pupil attendance across school, helping pupils to overcome barriers to learning and supporting pupils to achieve top 10% outcomes in a remarkable learning environment
- Adhere to the principles of alignment in the One Trust Contract
- Ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust.
- Contribute to a culture of relentless improvement, where feedback is a gift
- Lead and uphold an individual and organisational commitment to safeguarding and promoting the well-being of children; being hyper-vigilant in all interactions with pupils and adults and reporting any concerns or suspicions, no matter how small, to the Designated Safeguarding Lead (Pupils) / Headteacher (Staff)
- Comply with all policies, procedures, working practices and regulations, in particular, Child Protection, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- Be accountable to and carry out any reasonable request from the Headteacher / Line Manager

This role involves engaging with pupils in regulated activity relevant to children.

## Key Duties and Responsibilities

- Lead the development, implementation and monitoring of systems and strategies relating to attendance to support the school
- Establish effective collaborative relationships with pupils, families, colleagues, local authority, and agencies externally to secure the regular attendance of all pupils through a broad range of strategies, promoting the school's policies
- Responsible for improving the attendance of assigned pupils, working effectively with colleagues, families, and other relevant agencies/professionals
- Undertake home visits and initiate follow up actions for targeted pupils
- Be a high-profile presence around the school with the purpose of combatting lateness and truancy
- Improve participation of specific groups who are at risk of becoming persistent absentees
- Counsel and support pupils to address barriers to attendance and affect an improvement in their attendance
- Liaise with families regarding unauthorised absence from school and identify factors influencing the absence. Ensure that families understand the potential consequences for their children and themselves and provide support for mitigating circumstances
- Organise and manage attendance panels, ensuring all stakeholders are present and prepared
- Promote and monitor the pupil registration process, identifying and addressing issues to ensure 100% compliance and accurate attendance records
- Responsible for monitoring the attendance of pupils, evaluating and reporting on data or trends and action for targeted cohorts
- Responsible for accurate and timely completion of statistical returns as required
- Identify cases that should be referred for court proceedings or penalty notices, preparing reports and evidence, acting as a witness in the Magistrates Court if required.
- Promote positive values, attitudes and behaviour, maintaining a purposeful and supportive learning environment
- Recognise and provide opportunities to further promote and reinforce the inclusion, acceptance, and integration of all pupils
- Line-manage and lead on recruitment, induction, and appraisal of designated support staff, providing effective communication, training, and mentoring to enable staff to carry out duties
- Take a lead role in establishing constructive relationships with pupils, families and other professionals, exchanging information, facilitating support for pupil welfare and progress through home to school and community links.
- Participate in and organise extracurricular /enrichment activities, such as outings, social activities, and sporting events to enhance learning and engagement

# JOB DESCRIPTION

- Assist with the supervision and welfare of pupils, contributing to effective behaviour management in school
- Provide administrative and organisational support for the leadership team
- Maintain accurate records using relevant systems in line with policy and records management procedures
- Lead / attend meetings and undertake duties as required in line with Trust / school calendar, sharing expertise and supporting others
- Contribute to the development of systems and procedures in the department, support the life of the school and work within the overall aims and objectives of the school

## Professional Development

- Be committed to own professional development, demonstrating the desire to be better tomorrow than you are today
- Establish and participate in training opportunities, meetings, and networks to support and maintain excellent service delivery and knowledge in role
- Seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- Actively engage in the school coaching offer and appraisal process
- Under-go regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD)

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check. The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## Advanced Threshold Fluency Duty Required

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school.

**Date: March 2023**

***This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks. Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager. The Job Description will be reviewed with the post-holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.***

# PERSON SPECIFICATION

## Attendance Officer / Whole School Lead

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> <li>Minimum of five GCSE (A-C/ 4+) including English and Maths or equivalent e.g., Adult Literacy/Numeracy at level 2</li> <li>Level 4 qualification or equivalent experience in relevant discipline</li> <li>Evidence of relevant CPD activities</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Recent and successful experience in a relevant setting</li> <li>Experience of working with children and families with a range of barriers and needs</li> </ul>	<ul style="list-style-type: none"> <li>Experience with social / youth work</li> <li>Working in an area of high deprivation</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
Knowledge, Skills and Ability	<ul style="list-style-type: none"> <li>Ability to form constructive relationships and work effectively with children and adults</li> <li>Understanding of child development and ability to motivate and inspire pupils</li> <li>Ability to resolve conflict</li> <li>Understand varying needs of pupils and how to overcome barriers</li> <li>Understanding of SEND</li> <li>Good analytical skills</li> <li>Strong planning and organisational skills</li> <li>Work constructively as a part of a team</li> <li>Excellent communication and interpersonal skills</li> <li>Able to use IT and relevant software effectively</li> <li>Thorough working knowledge of relevant policies and guidance and safeguarding legislation</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
Character/ Values	<ul style="list-style-type: none"> <li>High commitment to safeguarding and promoting the welfare of children</li> <li>A passion for education and a deep-felt desire to make a difference for young people</li> </ul>	<ul style="list-style-type: none"> <li>Interest in the Trust's wider role in the community</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>

# PERSON SPECIFICATION

	Essential Requirements	Desirable Requirements	How Identified
	<ul style="list-style-type: none"> <li>• Commitment to the Trust agenda for inclusion, diversity and equality</li> <li>• Driven by values and aligned to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership</li> <li>• Humility: a recognition that the more you know, the less you know! Not being afraid to say, 'I don't know'</li> <li>• Emotionally intelligent: know when to direct and when to challenge</li> <li>• Present a positive perspective; able to listen and show awareness of other's sensitivities; have personal pride and lead by example</li> <li>• Understand the importance of work/ life balance</li> <li>• Resilient, flexible and hardworking</li> </ul>		
Personal Circumstances	<ul style="list-style-type: none"> <li>• Legally entitled to work in the UK</li> <li>• Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010</li> <li>• Flexible to support out of hours activity on occasion</li> </ul>		<ul style="list-style-type: none"> <li>• References</li> <li>• Interview</li> </ul>