



## Our Lady of Walsingham Catholic Multi Academy Trust

### Attendance Support Officer

<b>Hours:</b>	35 hours per week/39 weeks per year, Monday to Friday.
<b>Salary Scale:</b>	Grade 4 SCP 9-11, dependent on qualifications and experience (currently £23,194 - £24,055 pro rata)
<b>Location:</b>	The role is to work across three schools in Ipswich St Albans Catholic High School St Pancras Catholic Primary School St Mary's Catholic Primary School
<b>Term:</b>	Permanent
<b>Reporting to:</b>	The Headteacher in each school.

#### **Purpose of Role:**

- To support pupils and their families and reduce barriers to learning, specifically those linked to attendance.
- To work alongside key school staff in each school to promote excellent attendance, reduce levels of absence and work with pupils and families to promote high levels of attendance.
- To act as an ambassador for the Trust and embody its value, vision and ethos in all interactions.
- To contribute to the safety and wellbeing of children and young people within the Trust and protect them from harm.

#### **Duties and responsibilities**

##### ***General Responsibilities***

- To work collaboratively with colleagues in administering the schools' systems for management and promotion of good attendance.
- To develop links with agencies that provide and promote learning opportunities for parents and carers.
- To demonstrate and promote school and Trust core values, attitudes and behaviour.
- To ensure compliance of all activities within the relevant Health and Safety legislation.
- To maintain confidentiality inside and outside the workplace.
- To understand and apply school policies and be familiar with and operate within Child Protection protocols.

### **Specific Responsibilities**

- To follow the Attendance Policy and monitor attendance and send out letters as required.
- To ensure all registers are completed and no missing marks or unexplained absences remain.
- To ensure all unexplained absences are accounted for or to contact parents/carers requesting an explanation.
- To check accuracy and correct coding on registers before printing off official registers and filing away as directed.
- To produce weekly reports for school staff including the Attendance Lead/Headteachers in the format(s) agreed.
- To meet regularly with the school Attendance Lead /Headteachers.
- To meet regularly with the Education Welfare Officer and update the attendance records with any actions and comments and to circulate to school staff, including the Attendance Lead/Headteacher as appropriate.
- To monitor the attendance of identified groups of pupils, including vulnerable groups and liaise with school staff.
- To collate, maintain and update attendance records and prepare termly data for school staff including Attendance Lead /Headteachers and Local Governing bodies.
- To work alongside relevant admin staff, teachers and senior management to improve attendance.
- To attend home visits when required.
- To attend meetings, run groups and deliver training as required.
- To maintain an up-to-date knowledge and awareness of current legislation and initiatives related to the role.
- To support school admin team answering telephone calls, dealing visitors and any general office duties as required.

This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature are not excluded because they are not itemised. The duties of this post will vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training may be given to enable the post holder to undertake this new or varied work.

## Person Specification

Essential	Desirable
<p><b>Skills, qualifications, aptitudes, knowledge and experience</b></p> <ul style="list-style-type: none"> <li>• English and Maths GCSE at Grade A-C or equivalent</li> <li>• Ability to work as part of a team and on own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• 2 A levels or equivalent</li> <li>• NVQ Level 3 or equivalent in a relevant field e.g. Health, social care, early years, working with parents</li> <li>• Previous experience of attendance management within a school setting</li> <li>• Understanding and knowledge of child protection and safeguarding protocols with children and young people</li> <li>• Previous experience working with children and families</li> </ul>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Have good organisational, record keeping and planning skills</li> <li>• Have excellent written and verbal communication skills with both colleagues and parents</li> <li>• Be able to demonstrate tact, diplomacy and sensitivity</li> <li>• Be punctual, patient, reliable and trustworthy</li> <li>• Have the ability to take on responsibility and to work on initiatives within boundaries</li> </ul>	<ul style="list-style-type: none"> <li>• Be a confident user of ICT</li> <li>• Bilingual speaker</li> </ul>

This post requires a DSB check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references will be obtained prior to commencement of employment. Applicants for this public-facing post will need to demonstrate the ability to converse and provide effective help or advice fluently in spoken and written English