
Job Description for Attendance Assistant

Responsible to:

Based at: Brinsworth Academy

Paid on: Band E of the School Support Spine

OVERALL PURPOSE OF THE POST

- Monitoring the attendance and punctuality of students, and working with the Attendance Officer, Pastoral staff and parents/cares to achieve improved levels of both
- Helping to support students whose education is at risk due to poor or declining attendance
- Helping families to improve their children's access to learning and enable all young people to maximise their educational opportunities, especially those in vulnerable groups that may need additional support
- Contribute to the monitoring and tracking of attendance and punctuality data

MAIN DUTIES

- Actively and positively promote good attendance and punctuality across the academy in all dealings with students and using appropriate and available media
- Be responsible for completing accurate registers on SIMS and for updating throughout the day as required
- Work with the Attendance Officer to reduce the number of PA and lateness numbers across the Academy
- Contribute to the development and implementation of proactive strategies aimed at reducing the absence levels of poor attenders
- Take positive action to support the school aims of achieving improved attendance levels in line meeting and/or exceeding the national average
- Ensure that 'first day absence calls' for all students are made and recorded
- Provide an appropriate response to all unexplained absences, ensuring that all incidences are accounted for or that letters are prepared and issued in a timely manner requesting an explanation
- Maintain accurate records ensuring appropriate attention to detail so that information can be provided
- Highlight the attendance of vulnerable groups of students so that appropriate action can be taken
- Meet with students and parents to discuss and improve attendance
- Work with the Attendance Officer to and liaise as required with internal colleagues, such as the safeguarding team, pastoral staff and exams colleagues regarding student attendance highlighting any identified areas of concern and providing appropriate advice as required
- Take proactive action to identify students who are internally/externally truanting and be responsible for informing parents/cares of truancy through phone calls home.
- Participate actively and positively in own development
- Provide support for the home visits process via the delivery and collection of work, liaison with home and also with key school staff. Help to ensure students have a supported return to school
- Be responsible for checking the uniform and equipment of students who are late and alert the pastoral team to any students requiring intervention

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role. The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Be committed to the safeguarding and wellbeing of children and young people
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Perform other duties as assigned by your line manager

Please note this job has a Probationary Period of 6 Months and a Notice Period of 1 Month.

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Person Specification for Attendance Assistant

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> • Experience working in a school or other educational environment • Experience of dealing with sensitive issues and an understanding of the importance of confidentiality. 	<ul style="list-style-type: none"> • Background experience of pastoral or attendance
Education and Training	<ul style="list-style-type: none"> • At least 5 GCSE's including Maths and English at Grade 4 or above (or equivalent) • A Level/vocational qualification equivalent (Level 3) OR relevant practicable experience acquired through a combination of training and on the job experience 	<ul style="list-style-type: none"> • Education to degree level or equivalent • ICT capability at Level 2 or above • First Aid qualification
Special Skills and Knowledge	<ul style="list-style-type: none"> • Competent in the use of Microsoft Office applications including Excel • Working knowledge of the MIS applications • As part of the interview process your ability and state of knowledge with regards to issues of safeguarding and promoting the welfare of children will be assessed. 	<ul style="list-style-type: none"> • Knowledge of current educational initiatives • Willingness to develop new skills
Personal Skills and Qualities	<ul style="list-style-type: none"> • Highly motivated with excellent communication and interpersonal skills both written and oral • Organised and calm approach with good attention to detail • Flexibility and enthusiastic approach to work • Ability to prioritise tasks, manage time effectively and meet deadlines • Can work independently as part of a team 	
Additional Factors	<ul style="list-style-type: none"> • A commitment to the values and vision of Brinsworth Academy • Full clean driving license and access to own car as required • A view that all students can achieve success 	

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	<ul style="list-style-type: none">• Ability to form and maintain appropriate relationships and personal boundaries with children and young people	
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