SIR JOHN HUNT COMMUNITY SPORTS COLLEGE

**Title:** Attendance Officer

**Post Grading:** Grade E

**Annual Hours:** 1495.75

**Weekly Hours:** 38.75

**Working Hours:** 8.00am to 4.15pm (Monday to Friday) (30 mins lunch)

**Weeks per year:** 38

**Additional Hours**: 3 additional training days

**Line Manager:** Assistant Principal

**Accountable to:** Assistant Principal

**Postholder:**

This document outlines the duties required of the post holder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list, and from time to time duties may be varied, which do not change the level of responsibility or general character of the job.

**Main Purpose of the Post**

To lead and manage the implementation of the College’s absence policy ensuring the provision of a professional and effective service which minimises Student absence.

**Key Tasks**

1. Monitoring and analysis of student attendance data, providing daily and weekly updates to school leaders, SLT and other stakeholders.
2. Accurate management of student attendance through Management Information Systems and Local Authority processes.
3. Identification of absence and punctuality trends; prepare strategic reports to inform strategies to help raise/improve student attendance and punctuality.
4. Establish, maintain and monitor procedures to ensure that students not in College are safe and accounted for, and to minimise absence.
5. Application of the College’s absence policy, ensuring all interventions are applied and documented.
6. Communication and liaison with Pastoral Leaders, Assistant Pastoral Leaders, and other College staff/external agencies as appropriate.
7. Build and maintain positive working relationships with students and their families; maintaining a firm, friendly and professional approach to your support
8. Support and challenge parents/carers around issues to help raise and improve student punctuality and attendance.
9. Signpost support and guidance to families, offering direct help and advice with attendance issues.
10. Work proactively to raise student attendance, engaging all relevant stakeholders. Working with colleagues and outside agencies to improve attendance and develop appropriate plans.
11. Complete, action and monitor Individual Absence Reviews.
12. Preparation of formal reports for external stakeholders
13. Carry out home visits and daily/weekly follow up phone calls; recording and reporting of all outcomes with parents/carers
14. Management and monitoring of the student absence request system
15. To develop/review current practices/systems as required
16. To attend appropriate College events
17. To support transition by working with some of our Year 6 students/families.
18. Any other tasks as reasonably directed by the Principal