



Stockport School

Attendance Assistant – Educational Outreach Officer

Job Description

Salary: Scale 5, Points 12-17

Post reports to: The Attendance Manager and overseen by the Senior Leader responsible for Attendance

Main purpose of the job

In support of the Attendance Manager, to be responsible for the support, challenge and administration of effective Attendance systems to support educational engagement in school.

To raise the profile and importance of attendance within the school and community by working to develop procedures and initiatives aimed at raising and maintaining attendance.

To improve and maintain whole school attendance and address and reduce persistent non-attendance to a minimum of national levels.

To take lead responsibility for the support of a targeted priority cohort group of student's attendance and engagement with school.

Summary of responsibilities and personal duties

In support of the Attendance Manager:

- To be responsible for the administration and organisation of the student attendance system.
- To phone and make contact with parents/carers regarding non-attendance on the first day of absence, as appropriate.
- To undertake home visits of non-attenders on a daily basis, as required.
- To facilitate meetings with parents/carers, both in a school setting and through home visits to review attendance related matters and general school engagement.
- To be fully trained on specific aspects of SIMS information management system, particularly in relation to Attendance.
- To be fully trained in the use of 'School Comms', 'Study Bugs' (or equivalent) communication systems and be responsible for the daily operation regarding absence and lates messaging to parents.
- To maintain accurate whole school attendance registers and produce daily fire registers, as necessary.
- To produce attendance information and analyse and target reports as necessary.
- To maintain accurate and up to date documentation on case studies, including school electronic spreadsheets on attendance related matters.
- To relay information to Heads of Year and other key staff as required, including detailed meeting notes.
- To assist the Attendance Manager with the initiation of Educational Penalty Notices for unauthorised holidays/absence via the LA.
- To liaise with the SLT, Heads of Year, Form Tutors, and Directors of Subject regarding all attendance and punctuality related issues.
- To liaise with other institutions regarding the attendance of off-site provision students as well as students attending this school as an external dual roll student.
- To liaise with Pastoral staff regarding the attendance monitoring and safeguarding of students on agreed part-time timetables.
- To work pro-actively with SLT on the development of absence strategies and systems.
- To identify and focus on groups of students including (Free School Meals, Pupil Premium, Looked After Children, Young Carers, Special Educational Needs & Disability) who may be experiencing poor attendance and plan appropriate strategies of support/intervention.
- To liaise with Parents, Pastoral and Office staff regarding student medical appointments.



- To report any safeguarding issues and take responsibility for referring appropriate cases to the Designated Safeguarding Lead.

Other personal responsibilities:

- To support the school office, leadership group, and Pastoral team in student matters, as required.
- To undertake such other duties related to the work of the school appropriate to the post.

Health and Safety

- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- To play a strategic role in support of Fire Drills, managing fire registers, and the evaluation thereof.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Person Specification

The postholder will be required to:

Be highly innovative in methods of engaging students and developing effective relationships with parents/carers and staff members to help ensure good attendance levels in school.

Key criteria:

- GCSE English and Mathematics (A*-C / Grade 9-4) or equivalent.
- Knowledge of education and welfare services, procedures and guidance.
- Knowledge of key issues affecting the consistent attendance.
- Experience of working in a multi-agency environment.
- Knowledge of current safeguarding legislation.
- Negotiating and problem-solving skills.
- Calm but determined professional manner with good emotional intelligence.
- Good communication, organisation and presentation skills.
- Ability to think creatively to resolve problems.
- Knowledge of data protection.
- Hardworking and determined attitude.
- Ability to plan, prioritise and complete own workload to meet pre-determined target dates.
- Experience in the use of ICT, including Microsoft Office, email and internet.
- Full UK Driving Licence and daily access to a vehicle.
- Reliability and resilience.

Desirable Criteria:

- Experience of dealing with attendance and/or pastoral issues in a school setting.
- A high degree of emotional intelligence.
- Counselling skills.

Job description agreed correct by:

Postholder:



Signed:

Date

Headteacher:

Signed:

Date

