

# Kettlethorpe High School

## Job Specification

Post Title: Attendance Support Officer

Reporting to: Deputy Headteacher (Pastoral)

Location: Kettlethorpe High School

Grade: 4

Hours: 37 Term Time only plus one Week

Service Area: Family



## Responsibilities and accountabilities

### OVERALL PURPOSE OF POST:

- To work under the direction of the Assistant Headteacher to improve attendance and punctuality at Kettlethorpe High School.
- To liaise with parents of pupils deemed at risk of exclusion, the KS Co-ordinators, Year Managers, EWO, Social Services and other outside agencies.

### MAIN TASKS

To improve attendance by:

- Securing a First Day Response to absence.
- Promoting the importance of good attendance and punctuality.
- Establishing and maintaining close contact with parents when children are absent.
- To contact parents of pupils who are developing patterns of non-attendance.
- To interview pupils with escalating patterns of poor attendance or truancy.
- To support pupils who are at risk of school refusal.

Main Tasks:

- Maintain an up-to-date register of contact points for pupils and ensure a copy is available at all times for Heads of Year and Leadership Group.
- Make first day contact with parents of pupils marked as absent and no message has been received to explain this absence.
- Liaise with KS Co-ordinators and Year Managers to agree a list of pupils with attendance problems requiring support.
- Work with individuals to improve attendance.
- Provide data weekly to Year Teams and Form Tutors related to attendance and punctuality.
- Maintain a display board to promote attendance.
- Register pupils who are late and check they have the correct uniform and equipment for the day. Contact home where needed to address concerns.
- Specifically monitor attendance below 85% and secure contact with parents.
- Specifically monitor 100% attendance and ensure letters are sent out every 4 weeks for specific time phase and cumulative weeks.
- Ensure letters are sent to pupils whose attendance has improved through consultation with the Year Team Leaders.
- Liaise with Education Welfare Officer.
- Attend Pastoral Planning Meetings, as required.
- Liaise with Pastoral Lead to agree whole school attendance targets.
- Attend Core Group Meetings for pupils who are under 'Child Protection' or 'Child in Need'. These are held off site and involve social services, school nursing, targeted youth support, family intervention project and other professional bodies. As well as the above mentioned professionals, parents are also at the meetings and this involves going through the child protection plan to ensure that the family is getting full support as written in the plan. The school contributes by letting everyone know how the pupil is progressing in school, what their attendance and punctuality is like, and any concerns we may have regarding the child's wellbeing. These meetings are held on a 4 weekly basis and the attendance officer has responsibility to attend approximately 2 per week.
- Attend Child Protection Meeting, at the end of the meeting every professional present has to make the decision as to whether the child stays on Child Protection or drops status to

Child in Need or in some cases, whether the child should be removed from the home. The attendance officer has the responsibility of attending one Child Protection meeting per week on behalf of the school.

- Work with the Assistant Headteacher on Child Protection issues
- Responsible for collating 'late' information and decide who is to be in detention for lates on a fortnightly basis. Responsible for taking a minimum of one detention per week depending on the cover available which involves sitting with the pupils, ensuring they have work to do which they must carry out in silence. These detentions are usually for 1 hour.
- Undertake duty in the reception area 2 mornings per week before school ensuring the children arrive in an orderly manner and that they are wearing the correct uniform.
- Undertake duty in reception, the playground and the outside perimeter of school every break and lunch time.
- Responsible for working closely with School Police Liaison Officer and the local PCSOs in relation to intervention. Informed of any external problems involving our pupils and liaise with them regarding problems we may have in school such as bullying. Working with the School Police Liaison Officer to speak with students who may need reprimanding by the police to point out the consequences of actions they may be undertaking such as selling cigarettes in school, bullying or inappropriate messages via text or on Facebook
- Liaise with KS Co-ordinators providing them with a weekly list of pupils who have only 85% attendance or below and working with them, sending out letters to parents, making phone calls on their behalf, making appointments for parents to come in and speak with KS Co-ordinators and/or attendance officer. Speak with parents in their home on behalf of the KS Co-ordinators when letters home have not been successful
- Responsible for speaking with students giving them guidance on what we expect to see to improve their attendance and what the consequences will be to them and their parents should this not happen. Give 'pep' talks to the students, not only on attendance but where Child Protection issues arise, or where they are struggling in school with certain subjects, and try to give them guidance on what we can do as a school to help them and what they can do to help themselves
- Responsible for creating spreadsheets for SMT for data collection, for example sickness spreadsheets to highlight 'swine flu' cases and the effect these have on our 'persistent absence' figures, class registration figures to highlight where these are not being taken and to see/work out what we can do to improve this, attendance for specific groups such as Free School Meals.
- Responsible for dealing with pupils who have been taken out of the class room for poor behaviour. Depending on the problem, talk with the child to ascertain the problem and then take them to the pupil support area, or send them to isolation. In extreme cases make the phone calls home if the Assistant Headteacher has made the decision to exclude the pupil.
- Work with the Heads of Year in getting parents to attend meetings in school by making telephone calls home and arranging suitable appointments. Take part in these meetings with HOY and parents to discuss the way forward with their children.
- Responsible for ensuring that children who are ill or in trouble or in danger of being assaulted by another pupil are safely escorted home and ensure that parents are informed of the situation.
- Escort parents to and from meetings in school (using own transport), where school really need to speak with them, but whom have no means of transport to and from school.
- Visit parents at home when they cannot be contacted on the phone and their child is becoming a worry due to persistent truancy or illness

**Additional Expectations:**

- To be on duty at the start of the school from 8.25am onwards at the main school gate to check pupils arriving for uniform and equipment.

- To be on duty every break time circuiting from the top playground to the front of school.
- To be on duty throughout the school lunchtime to support the lunchtime staff inside and outside school.
- To be on duty at the end of the school day from 3.00pm at the top gate leaving the playground and then supporting the bus team.
- To take a morning break from 10.45 to 11.00am and lunch break from 1.45 to 2.15pm. This lunch break being flexible if incidents have occurred where staff need support. To use the main staffroom, for the purpose of refreshment.
- To check lateness every lesson 3 and 4 on a rotational basis as requested by the Assistant Headteacher.
- To work collaboratively with administrative support staff to effectively fulfil this role.

To undertake any other duties which are commensurate with the position as required by the Headteacher or Deputy Headteacher (Pastoral).

## Responsibilities for resources

### People

None

### Budgets

None

### Physical Resources

None

### **Characteristics of the post:**

Employees are encouraged to participate in training activities in order to enhance their own personal development.

### **Employment checks required of this post:**

- Evidence of entitlement to work in the UK.
- Evidence of essential qualifications – see page 1 of this specification.
- Two satisfactory references.
- Evidence of a satisfactory safeguarding check e.g. An Enhanced CRB Disclosure.
- A List 99 check.
- Confirmation of medical fitness for employment.

**Date completed:** March 2010