

**HAYDON SCHOOL**  
**JOB DESCRIPTION – ATTENDANCE AND PUNCTUALITY OFFICER**

<b>Post Title</b>	<b>Attendance and Punctuality Officer</b>
	Haydon is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment
<b>Reporting to:</b>	SLT Member with responsibility for attendance
<b>Job Purpose</b>	<p>To be responsible for the operational management of the attendance strategy and lead intervention where attendance falls below acceptable levels</p> <p>To contribute to improving student outcomes by improving school attendance</p> <p>To work with students and families to identify the reasons impacting on the attendance of individual students and to support with their return to full time educational provision</p> <p>To establish and develop a professional service to support the school in raising attendance, overcoming persistent absenteeism and improving punctuality</p>
<b>Liaising with:</b>	<p>All internal and external stakeholders, including but not limited to;</p> <p>Safeguarding Team, Year Teams, Form Tutors, Participation Officer, Teaching staff, Safer Schools Police Officer, School counsellors.</p>
<b>Working time:</b>	37 hours per week (term time, plus training days) 39 weeks per year
<b>Salary/Grade:</b>	Scale 5, Point 12 £25,137 (£21,593 pro rata)
<b>Disclosure level:</b>	Enhanced
<b>Main (Core) Duties:</b>	<ul style="list-style-type: none"> <li>• To ensure accountability of form tutors in completing their role within the attendance policy</li> <li>• To conduct home visits when necessary</li> <li>• To work as part of the duty team before and after school, and at social times</li> <li>• To be responsible to identifying missing children and completing CME referrals when necessary</li> <li>• Work with Year teams to meet with parents and students to discuss attendance concerns</li> <li>• To meet with the participation team regularly</li> <li>• Collate attendance referrals from Year Teams to discuss with PO and arrange Attendance Panels</li> <li>• To provide LA with data on attendance as required</li> <li>• To collect school refusers from home following requests from pastoral teams and agreement with parents</li> <li>• To mentor students who have difficulty with attendance in school so that they can achieve their best possible outcomes</li> <li>• To support with pupil checks in the local area</li> <li>• To support Year Teams and SLT when issues arise regarding the behaviour of students in the local area</li> <li>• To work closely with the safeguarding team regarding all issues relating to the safeguarding of students and adults</li> <li>• Liaise with outside agencies including social care to ensure that we have shared all necessary information</li> <li>• Maintain accurate, confidential and up to date documentation on all safeguarding cases using CPOMS</li> <li>• To support the pastoral and safeguarding teams with matters</li> </ul>

# HAYDON SCHOOL

## JOB DESCRIPTION – ATTENDANCE AND PUNCTUALITY OFFICER

	<ul style="list-style-type: none"> <li>relating to student safety.</li> <li>• Work alongside the data team to ensure accurate and timely attendance monitoring reports to staff, as well as conduct regular data analysis of attendance figures to identify key marginal students</li> <li>• Develop, review and improve the attendance policy, at least annually, alongside the SLT member responsible for attendance strategy</li> <li>• Develop creative solutions to improve student attendance and punctuality</li> <li>• Take part in annual performance development process</li> <li>• Provide sims training for staff on matters relating to attendance</li> <li>• To perform duties before and after school, and at break and lunchtime</li> </ul>
<b>Staffing:</b>	<ul style="list-style-type: none"> <li>• Organise and oversee effective attendance and punctuality services</li> <li>• Ensure self-development and development of all team members</li> <li>• Organise training as appropriate</li> </ul>
<b>Attendance Data:</b>	<ul style="list-style-type: none"> <li>• To ensure that this is maintained at all times</li> </ul>
<b>Additional Duties:</b>	To play a full part in the life of the school community, to support the school's distinctive mission and ethos and to encourage students and staff to follow this example
<p><b>You are to carry out the duties of support staff as set out in the Job Description and any other duties as reasonably required by the Headteacher and consistent with the overall level, nature and grading of the post.</b></p> <ul style="list-style-type: none"> <li>• To promote actively the school's corporate policies</li> <li>• To continue personal development as agreed</li> <li>• To actively engage in the staff review and development process</li> <li>• To act as a first aider and fire warden when necessary</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title</p>	

**DATE – MARCH 2022**