

**DEPARTMENT: ATTENDANCE TEAM**

**DESIGNATION: ATTENDANCE OFFICER APPRENTICE**

**RESPONSIBLE TO: SLT LINK FOR ATTENDANCE**

**NAME:**

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| **Main Purpose of the Post** |
| * To support Alpha Academies Trust in trying to achieve the highest levels of attendance; to promote those factors which may be having an effect and to identify and effect appropriate support. * To support the leader of Attendance within the Trust by providing a quality support service. * To work in close collaboration with Academy staff, professional colleagues and external agencies to promote high levels of attendance by providing appropriate administration support. * To develop a strong understanding of legislation and statutory guidance for attendance. * To promote and maintain a professional image of Alpha Academies Trust in all aspects of communication with both internal and external groups agencies and individuals. |
| **Core Responsibilities, Tasks and Duties** |
| 1. General Following a supportive induction programme to train in all of the below areas the general responsibilities of this role include but are not limited to:  * Monitor incoming absence notifications via phone / and MIS systems and record these on Arbor * Mark, with appropriate code, any student who has an authorised absence as indicated on those formats * Send prompt text messages to all parents where there is an unexplained absence and complete follow up calls or home visits when required * Pass on any safeguarding concerns to the welfare team when necessary * Record attendance for any students who are educated off-site e.g. alternative provision. * Develop and implement strategies and action plans to address the needs of pupils /families where complex circumstances present surrounding poor Academy attendance. * Work carried out in Academy/ home visits and attendance at external meetings * Work with caseloads of Students in and outside the Academy to support their wellbeing and re-integration to the Academy if they have had longer absences * Prepare case study reports of Students who may need a personalised pathway of support * Monitor Arbor each day to establish who is present and absent. Chase up any conflicting marks or missing registers * Keep a record of staff who have not completed their register (non-compliance), to share with line managers so this can be addressed * Ensure all registers are completed accurately by the end of the day by checking missing marks or inaccurate codes * Keep any medical evidence or leave of absence forms * Process holiday fines * Check Attendance of students to support the Letter 1 and 2 process * Process Notice to Improves * Process Penalty Warning Letters * Process Reduced Timetable Paperwork * Share weekly attendance data with AHOY/HOY for FT monitoring * Check, run, print, and file official registers each month * Run an N code report weekly to ensure registers are accurate * Missing marks report * Supporting with rewards incentives whole school * Certificate report producing for 100% attendance to pass to AHOY/HOY. * Checking emails and responding to staff queries/general daily staff communication * Keep attendance intervention spreadsheet up to date and accurate * Produce and keep copies of letters, attendance clinic forms, mentoring forms etc as evidence for EWO referrals * Share any attendance concerns with pastoral leaders and SLT so that appropriate support and provision can be put in place for students * Work closely with the Local Authority Education Welfare Officers by compiling a list of actions and next steps when required * Off rolling and submitting CME documents * Monitor caseloads closely e.g. those on penalty warning notices * Provide data and information to SLT for governor reports (with support) * Be involved in developing, implementing, maintaining and improving administrative services. * Develop key skills in areas such as communication, problem solving, attention to detail, technology, organization and time management. * Carry out any other duties as commensurate with the post.  1. Health and Safety  * Ensure a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Trust Health and Safety policy.  1. Professional Accountability  * The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school’s objectives.  1. Safeguarding  * Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.  1. Equalities  * Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation. |
| **Declaration** |
| **The Alpha Academies Trust is committed to safeguarding and promoting the welfare of children and young people.**  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**PERSON SPECIFICATION**

**APPOINTMENT OF: ATTENDANCE MANAGER**

**DEPARTMENT: PASTORAL**

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| **Minimum Requirements** | **Measured by:**  **A) Application**  **B) Test/Exercise**  **C) Interview** |
| **QUALIFICATIONS/TRAINING:**  **It is essential that the post holder has:**   * Good general standard of education to include good personal numeracy and literacy skills. * At least one exemption to go onto a level 3 or higher apprenticeship course. An exemption is a Maths C/4 Grade or an English C/4 Grade or Functional Skills Level 2 in those subjects. If you have worked at your employer for 3 months or more, you will be eligible to enrol through the upskill route which does not require any exemptions.  If you have one of the exemptions or none, then you can enrol on the Functional Skill courses alongside your apprenticeship.   **It is desirable that the post holder has:**   * Child Protection Safeguarding Training. | **A** |
| **EXPERIENCE/KNOWLEDGE:**  **It is essential that the post holder has:**   * Good general IT skills * Ability to carry out Home Visits using own transport * Experience in working in a team environment.   **It is desirable that the post holder has:**   * Experience of working in an education environment. | **A & C** |
| **SKILLS AND ABILITIES:**  **It is essential that the post holder is:**   * Calm under pressure, patient, approachable, confident, punctual and reliable. * Able to work effectively within a team, understanding roles and responsibilities within the Academy as well as being organised, flexible, able to work on own initiative and have good people handling skills. * Able to build effective working relationships with young people, parents/carers and colleagues. * Able to promote a positive ethos and to role model positive attributes * Able to adopt own approaches in order to meet the needs of vulnerable or challenging young people * Effective use of ICT to support learning * Able to support a range of educational activities * Has Customer care- Listens and responds to the customer need, seeks out innovative ways of consulting users and engaging partners. Networks with others to develop services for the benefit of the service users.   **It is desirable that the post holder has:**   * Ability to command respect from students, staff and parents. | **A & C** |
| **ADDITIONAL FACTORS:**  **It is essential that the post holder is/has:**   * A willingness to undertake appropriate training. * Awareness and sensitivity with regard to equal opportunities and race equality. * An ability to fulfil all spoken aspects of the role with confidence through the medium of English. | **C** |