Severndale
Specialist Academy

JOB DESCRIPTION

Attendance Officer

Severndale Specialist Academy Vision:

Severndale Specialist Academy is a multi-site Academy catering for children with special educational needs in Shropshire. Our children and young people can access Severndale Specialist Academy from Reception through to Sixth Form and have a range of learning difficulties. These include moderate, severe, complex, and profound learning difficulties, those with autism, complex medical conditions, and physical and mobility difficulties. Several of our young people present behavioral difficulties arising from their condition; many have communication difficulties.

Purpose of the Post:

The purpose of this post is to ensure the accuracy of registers in line with the Attendance policy and safeguarding procedures.

The successful candidate will be expected to work on their own initiative and communicate professionally, courteously, and politely with students, parents and carers, all members of staff at Severndale Academy, as well as external professionals.

Duties and Responsibilities will include:

Attendance Monitoring

- Check the accurate completion of registers and that any absence or lateness is identified in a timely manner. Investigate any missing data with class leads.
- Liaise with staff to ensure that all students are accounted for in registration and safeguarded in line with 'Keeping Children Safe in Education', including alerting the DSL team and reporting concerns on the school safeguarding monitoring system (CPOMS).
- Maintain accurate student attendance records on Bromcom (MIS) by entering attendance codes, accurately reflecting reasons for absence or lateness, and investigating any missing data.
- Make first day absence phone calls to establish reasons for student absence by liaising with parents and carers for students with N codes. Follow-up any unexplained absence or medical evidence with parents and carers.
- Listen to, and process, telephone messages regarding student absence.
- Supervise admin colleagues supporting the attendance process.
- Keep clear and concise records of all communication about attendance.
- Be familiar with the Academy's version of the LCT Attendance policy.

- Keep abreast of any changes to government guidance on attendance.
- Be the first point of contact for all school attendance issues with students, parents and carers, staff, agencies, and the Local Authority.

Attendance Analysis

- Monitor attendance data through Bromcom.
- Identify attendance issues and patterns of absence/late arrivals.
- Closely monitor the attendance of students in the 'Persistent Absence' and 'Severe Absence' categories.
- Produce attendance reports for the Vice Principal, EWO, and other staff as directed.
- Contribute to half-termly and annual reports about attendance.

Attendance Intervention

- Work with class teachers, Department Leads and the wider SLT to promote good attendance across the school.
- Work on initiatives which raise the awareness of students, school staff, parents and carers on the importance of school attendance.
- Issue routine correspondence to parents and carers regarding attendance/absence requests in accordance with the school procedure.
- Meet with students, school staff, parents and carers to identify individual problems and possible solutions.
- Work with the Executive Principal to input requests for 'leave of absence' requests during term time, follow-up details needed and communicate 'leave of absence' decisions to parents and carers.
- Support the DSL team to carry out 'safe and well check' home visits, if necessary, in line with the Attendance policy's RAG-rated system.
- Undertake routine liaison with external agencies regarding attendance.
- Attend meetings with external agencies and parents and carers as required.
- Assist the EWO with the administration of referrals to the Education Access Service.

General Administration

- Undertake Reception duties if necessary.
- Complete administration tasks as directed by the line manager.

Responsibilities

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Academy.
- Establish constructive relationships and communicate with other agencies/professionals.

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- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Represent Severndale Specialist Academy at regular LCT Attendance Officers' meetings.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Reporting

- Line Manager: Vice Principal and Lead DSL

Benefits of the Post:

- The grade of the post is: Scale 5, Point 13 with a progression scale to Point 17
- The hours of work are: 37 hours per week Monday to Thursday 08:30-16:30 and Friday 08:30-16:00.
- Term time + 1 week (PD Days)
- Continuous Personal Development
- Local Authority Pension Scheme

The above job description does not define in detail all the duties and responsibilities of the post in question. It may be necessary to re-evaluate areas of responsibility. After due consideration and discussion areas may be amended in consultation with the Executive Principal.