

**Post Title: Attendance Improvement Coordinator**

**Responsible to: SLT responsible for Attendance**

**Hours of work: 37 hours per week term time**

**Salary: TSAT Grade D**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. **Any offer of employment for this post will be subject to a satisfactory Enhanced DBS Disclosure.**

**MAIN PURPOSE OF JOB**

* To promote excellent attendance and punctuality to reduce absence levels.

**ACCOUNTABILITY**

***Attendance***

* To maintain confidentiality at all times in respect of school-related matters and adhere to GDPR protocol to prevent disclosure of confidential and sensitive information.
* To liaise with Academy staff, Trust staff, the Local Authority, relevant outside agencies as well as parent/carers to improve and maintain attendance and punctuality.
* To ensure attendance registers are completed accurately. Follow Academy first day calling procedures to ensure there are no missing marks or unexplained absences.
* To comply with the TSAT attendance policy ensuring monitoring steps are followed where attendance falls below 96%. This includes sending percentage letters, request for medical evidence letters, arranging meetings with parents and referral to the LA.
* Complete appropriate paperwork for FPN notices for unauthorised leave of absence.
* Arrange and conduct meetings as appropriate.
* Attend school assemblies to promote and celebrate regular attendance.
* Develop and maintain reward and award schemes to encourage and motivate pupils to achieve outstanding school attendance.
* To print official registers daily for use in the event of a fire.
* To produce and interpret information relating to attendance patterns and breakdown of vulnerable groups e.g. LAC, EAL PP, FSM, etc.
* To monitor the attendance of vulnerable groups and ensure prompt action to inform relevant outside agencies when they are absent from school.
* Meet with the LA and complete referrals as necessary.
* Undertake home visits as required.
* Refer Children Missing Education in line with statutory guidance.
* Provide accurate attendance data to SLT and Trust in a timely manner when requested.
* Complete and return Persistent Absence data to the Local Authority.
* Attend regular Trust wide meetings and training.
* Maintain general administrative filing and paper and computer based records to ensure data can be extracted easily when required.
* Undertake other duties considered within the scope of the post, as required.
* Act in accordance with the equal opportunities policy and undertake duties as required by the School Development Plan.
* To take part in training as required.

**PERSONAL SPECIFICATION**

* 5 GCSEs including English and Maths at grades A - C or equivalent.
* Good standard of education, willingness to undertake professional development training.
* Knowledge of SIMS software desirable but not essential.
* Experience of working in an office environment.
* Working knowledge of Microsoft Word and Excel.
* Good interpersonal skills.
* Good organisational and time management skills and ability to implement efficient and good practices.
* Ability to work collaboratively.
* Ability to work independently within set boundaries.
* Ability to cope with conflicting demands, deadlines and interruptions and to work to tight deadlines in a methodical manner.
* Empathy with children.
* Ability to adapt to challenging situations and people and respond appropriately using negotiation and influencing skills to achieve objectives.
* Confidence and ability to deal with difficult situations calmly, firmly and with sensitivity.
* Ability to work as part of a team and openly and collaboratively with multi-agency colleagues, while applying the principles of confidentiality.
* Effective analytical skills and problem solving.
* Arrive, tenacity, and an ability to maintain focus, objectivity and sound judgment under complex conditions to achieve desired outcomes.
* Tact and diplomacy in all interpersonal relationships with external contacts and colleagues at work to establish and maintain positive relationships, which generate confidence and respect.
* Personal commitment to excellence in service delivery.
* Flexibility to adapt to changing workload demands and new organisational challenges.
* Desire to pursue own personal development and take full advantage of training provided.
* Self-motivation and personal drive to complete tasks to required timescales and quality standards.
* Ability to be creative in developing on going incentives and strategies to improve attendance and continually raise the importance of good attendance. Ability to ‘think out of the box’.
* Ongoing commitment to inclusive education practices and equality of opportunity.
* Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users.

**ORGANISATION**

The post holder will have no line management responsibility.

The post holder will have regular contact with pupils, parents/carers, relatives, all school staff, Governors, Local Authority and Trust staff and other schools.