JOB DESCRIPTION – Attendance Improvement Officer

Westleigh High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Purpose

1. To maintain and further develop levels of attendance within Westleigh High School and across associated primary schools at the point of transition
2. To uphold the vision and aims of the school
3. To work co-operatively with and in support of all adults in the school
4. To work with all students in a courteous, caring and responsible manner at all times
5. To work with visitors to the school in such a way that it enhances the reputation of the school
6. To present oneself in an appropriate manner so that it upholds the values of the school

Responsible to: Assistant Headteacher i/c of Attendance,

Liaising with: Headteacher, Deputy Headteacher, Assistant Headteachers, Primary School Headteachers/Staff; Heads of Year, Form Tutors, Subject Teachers, External Agencies.

Salary Scale: G7 (£23,166 to £27,394 pro rata) (actual salary in region of £19,952 to £24,158 dependent upon continuous Wigan Council experience)

Hours: Full Time (37 hrs per week) Term Time + 2 weeks

JOB DESCRIPTION

1. Focus of the Role

The postholder will:

- Be employed by Westleigh High School and will work within associated primary schools as directed.
- Ensure that all attendance targets are met by the school.
- Advise the Headteacher and staff in school on all legal issues related to attendance.
- Lead and be responsible for developing strategies which raise levels of attendance throughout school.
- Develop and sustain relationships with our families so that issues affecting attendance are dealt within the most effective way possible.
- Forge early links with staff and families within the school so that issues affecting attendance can be tackled early.
- Undertake EWO intervention work for school as required.
- Improve school attendance.
2. **Main (Core) Duties:**

- Work on ensuring excellent attendance and punctuality within Westleigh High School and within associated primary schools as directed.
- Keep up-to-date with relevant legislation, including legislation on child employment, providing advice to the Headteacher and staff and parents within school.
- Analyse attendance (including punctuality) data to identify emerging issues and respond pro-actively where there are emerging issues with individuals, families or groups of students.
- In conjunction with the Data Manager, provide accurate data for the Headteacher, senior staff, Heads of Year and other staff so that effective management decisions can be made, challenging targets set and Governors are kept up-to-date on emerging issues and trends.
- Be responsible for carrying out ‘spot-checks’ on attendance, using the Lesson Monitor System in conjunction with Heads of Year and other staff as applicable.
- Lead intervention for those students whose attendance falls below 98% including early parental involvement and the creation and implementation of action plans (with clear improvement targets) for each student.
- Be creative in targeting resources effectively and in developing a range of strategies to re-engage those students with low attendance and to remove barriers to future good attendance.
- Contribute to effective primary/secondary transition by working with appropriate primary school staff to identify potential students who may have attendance issues when they enter Y7 and intervene pro-actively with the families to avoid any future attendance issues.
- Take part in and where appropriate, instigate the CAF process for selected students in partnership with the senior member of staff responsible for safeguarding.
- Build good relationships with students and their families through regular contact and through the provision of effective advice and support, providing a mediation service between home and school where this is deemed to be appropriate.
- Lead strategies for the effective reintegration of students following absence and exclusion.
- Be pro-active in developing strategies to improve home school links and to encourage parents to take a full part in their children’s education.
- Make home visits as appropriate and under the direction of the Assistant Headteacher and relevant staff.
- Create and maintain appropriate working notes about home visits and other contacts with students/families. Create and maintain records as a basis for written reports about actions taken to investigate and resolve a student’s pattern of absence.
- Assist in the preparation of Pastoral Support Programmes in the event of a student being identified as being at risk of exclusion and lead on Attendance Improvement Programmes with selected students as appropriate.
- Monitor leave of absence requests submitted by parents, liaising with Heads of Year and other appropriate staff to provide a recommendation to the Headteacher.
- Liaise with the Gateway and Enforcement Team to prepare cases for prosecution, including preparation of relevant documentation, provision of evidence and attendance at court where necessary.
3. **Staff Development:**
   - Take part in staff development by participating in arrangements for further training and professional development.
   - Continue professional development in the relevant areas including use of new technology.
   - Participate in the staff professional review/performance management process.
   - Work as a member of a designated team and contribute positively to effective working relations within school.

4. **Quality Assurance:**
   - Keep up-to-date with Ofsted criteria and judgements associated with school attendance.
   - Help to implement quality procedures and modify and improve procedures where required.
   - Contribute to the process of monitoring and evaluation of administration in line with agreed procedures, including evaluation against quality standards and performance criteria.

5. **Management Information and Administration:**
   - Develop and maintain effective recording systems that can be used to provide evidence for other staff and parents.
   - Provide relevant information as and when required.

6. **Communication:**
   - Maintain effective links throughout the school and with associated primary schools.
   - Communicate and consult with other schools’ staff as needed.
   - Promote a positive service to both staff and students.
   - Communicate and co-operate with internal/external individuals and bodies as appropriate.
   - Follow agreed policies for communication within the school.
   - Follow the procedures of the relevant primary school when carrying out work within those schools, including all of those on quality assurance, safeguarding and confidentiality.

7. **Marketing and Liaison:**
   - Contribute to the development of effective, relevant links with external agencies and with our associated schools.
   - Develop information for parents/carers on attendance issues.
8. **Management of Resources:**
   - Contribute with other staff to ensure a sharing and effective use of resources to the benefit of the schools and students.
   - Advise the Senior Leadership Team of resource needs as and when appropriate.

9. **Other Specific Duties:**

   Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not be identified.

   Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

   The school will endeavour to make the necessary adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

   All staff at Westleigh High School, teaching and support, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based on mutual respect we achieve a great deal. In particular we expect staff to be committed to our aims and to play an active part in our initiatives.

   All Job Descriptions at Westleigh High School complement the agreed pay and conditions for the relevant post. There is no intention to ask any employee to do anything that infringes their pay and conditions. The purpose of these Job Descriptions is to clarify and sharpen the focus of the role of the postholder.

   This job description will form part of an annual review to discuss your professional development. This review will be between you and your Line Manager.

   Wigan Council and the School Governing Body are committed to safeguarding and promoting the welfare of children.

   **This post is subject to Enhanced Disclosure procedures.**