



Batley Multi Academy Trust

Batley Girls' High School
Upper Batley High School
Healey Junior, Infant and Nursery School
Field Lane Junior, Infant and Nursery School
Batley Grammar School

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Ensuring Exceptional Educational Outcomes For All



BATLEY GRAMMAR SCHOOL

Job Title: Attendance Officer	Grade: 6
Department: N/A	Accountable to: Assistant Head - Culture
Contractual Terms: Permanent/Term Time plus 10 days	Responsible for: N/A

Overall Purpose of the Job:

- To maintain accurate data, provide analysis and early identification of attendance issues to ensure that the school can work proactively with parents to avoid issuing penalty notice and court action wherever possible
- To re-engage students and families with Education.
- To increase the attendance of the hardest to reach students and families.

Key Duties and Responsibilities

Absence/Attendance Management

- Be the first point of contact for all attendance issues in the school
- Prepare and maintain both manual and computerised pupil records including registration, attendance/absence
- Follow up on missing reasons for absence
- Be responsible for informing parents, via text, of their child's absence from school
- Management of the telephone absence line updating relevant absence recording systems as appropriate, including SIMs
- To communicate with the Careers Team to ensure students who are potentially NEET have access to careers provision
- To work with the Safeguarding Lead and SENDCO to feed into and provide evidence for early help plans, SEMH referrals and development of EHCP
- To work with the Safeguarding Lead and SA team to support safeguarding of students via home visits where needed
- Monitor punctuality and liaise with HOY, Form Tutor and parents where appropriate to improve this
- Input registers and alterations made by staff and cover teachers

- Follow up on missing registrations raising immediate issues with the Senior Leadership Team
- To deal with the attendance enquiries from staff and parents, producing attendance lists and distributing to staff pigeon holes
- Manage correspondence in respect of attendance, issuing letters as appropriate
- Support in attending home visits with the aim to engage with families and improve attendance
- Responsible for inputting and providing data e.g. attendance percentages and administrative returns as required
- Provide regular updates to relevant staff on student attendance with targets and strategies for improvement
- To monitor attendance figures and produce attendance and school data reports
- Monitor particular attendance issues and refer cases to the Senior Leadership Team when required
- Provide information to the Senior Leadership Team so that they are equipped to encourage good attendance
- Contribute to the attendance strategies and systems

General

- To ensure documents are produced and formatted to school standards and within deadlines
- Attend and participate in meetings as required
- Be aware of and comply with policies and procedures relating to child protection, safeguarding pastoral issues, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person

Criteria		Essential/ Desirable	How Assessed
Qualifications and Knowledge:	Educated to A level (or equivalent) or equivalent relevant experience	E	A/I
	Additional professional qualification or training related to this post	D	
Knowledge and Experience:	An understanding of legislation relating to school attendance	E	A/I
	Knowledge and understanding of the education system	E	
	Experience of working in a related area of work	D	
	Experience of managing MIS systems for reporting to management and other stakeholders	D	
	Knowledge and understanding of relevant data analysis and reporting requirements for schools/academies	D	
	Experience in a school/college in a similar role	D	
	Extensive experience and knowledge of using the Microsoft Office suite	E	

	Evidence of effective work with a range of agencies including Local Authority or similar	D	
Technical Skills/Ability:	Ability to work with families and guardians in a collaborative way to maintain positive relationships with the school	E	A/I
	Ability to work effectively with a range of internal and external stakeholders	E	
	Ability to create a culture of positive attendance	E	
	Excellent record keeping skills	E	
Characteristics::	Innovative, flexible and analytical thinker	E	A/I
	Ability to work under pressure with accuracy, unsupervised and on own initiative	E	
	Commitment to the highest standards	E	
	Motivated and versatile	E	
	Optimistic, 'can do' outlook	E	
	High levels of personal commitment to the role and personal accountability for its fulfilment	E	
	A reliable team player	E	
	Commitment to develop personally through Continual Professional Development	E	

Characteristics of the post:

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications (QTS)
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Completed:

Signature of Teacher:

Date:

This is a description of the job as it exists at present; All Trust Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.

Please make sure that you can demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on our application form.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the “Selection Process”, this may involve written exercises, group discussions, presentations, interview, etc.