

Job Description

Title: Attendance Support Assistant
The Armthorpe School

Grade: Scale 5 (£8,773.73 to £9,561.12)

Hours: Part-time/Term-time only - **(25 hours per week)**

Responsible to: Assistant Headteacher – Inclusion & Student Welfare

Purpose: To undertake first stage response to pupil absences.

Duties:

- 1) To undertake duties in accordance with the policy and practice of the Education Welfare Service.
- 2) To work with staff in school as set out in a written agreement; this might include:
 - Telephoning parents regarding unexplained absences.
 - Follow-up phone calls when pupil has not returned on due date.
 - Home visits regarding unexplained absences.
 - Home visits when a pupil has registered and absconded.
 - To regularly update attendance details via the school attendance system (BROMCOM).
 - Entering reasons for absences into register, according to the school marking code.
 - Contacting parents to make an appointment to see staff at school.
 - Sending out school letters to inform parents of absences, post-registration truancy, or lateness.
 - Undertaking register checks.
 - Printing out pupil attendance record information.
- 3) To follow the agreed system of collecting information from an identified member of school staff on a daily basis regarding pupils whose absence requires follow-up.
- 4) To accurately record and report outcomes of home visits to school staff on the school proforma.
- 5) To report to and be line managed by the Pastoral Manager.
- 6) To account for attendance statistics, varying trends, and to identify a range of strategies utilised to raise levels of attendance.

- 7) To have regular meetings with the area Education Welfare Officer to ensure effective communication and links with the Education Welfare Service and provide the opportunity to discuss issues arising from the work undertaken.
- 8) To have daily meetings with Pastoral Leaders, to review the impact any intervention and action undertaken.
- 9) To assist in the compilation and regular updating of the behaviour management database within the school database (SIMS.Net).
- 10) To provide a termly report of behavioural incidents including attendance, detentions, active patrol call-outs, and exclusions.
- 11) To provide data for statistics for monitoring the outcomes of the visits and enter data onto ICT systems as requested.
- 12) To undertake work in accordance with the Local Authorities policy of anti-discriminatory practice and confront discrimination when it occurs.
- 13) **Student Services**
 - To attend a first aid training course and keep qualification up to date.
 - To administer first aid to pupils/staff/visitors, when required.
 - To deal with first aid related matters.
 - To offer admin. support for behaviour database.

The postholder's duties must be carried out:-

1. In compliance with the Council's Equal Opportunities Policy.
2. In compliance with the Health and Safety Work Act (1974) and subsequent Health & Safety legislation; Financial Regulations and Standing Orders, and
3. With regard to policies relating to information security and the requirements of confidentiality and non-disclosure.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the postholder may be required to undertake other reasonably determined duties and responsibilities within the Directorate, commensurate with the grading of the post, without changing the general character of the post.