



Great Academy Ashton

JOB DESCRIPTION

Post: Attendance Engagement Officer

Reporting to Attendance Manager

Salary Scale: Band 5

Academy Type: The Academy is a publicly funded independent secondary Academy for pupils aged 11 – 16

JOB PURPOSE

- Proactively promote good attendance and take action where there are issues, carrying out the statutory duty of legal action where required.
- Provide guidance and support for young people at risk and their families.
- Ensure the Safeguarding Policy is upheld and promote the welfare of young people and to demonstrate this commitment in every aspect of this post.

KEY RESPONSIBILITIES

Attendance and Intervention Responsibilities

- Develop and maintain relationships with young people, their families and the wider community in order to facilitate and promote the importance of good attendance.
- Work proactively to support students on admission and implement strategies to assist transition for those students.
- Work closely with each year group regarding strategies to promote good attendance and to direct year group intervention of identified students.
- Ensure that appropriate interventions are put in place for individual students referred for attendance concerns and for groups of students, achievement groups and year groups where attendance patterns are causing concern.
- Ensure that there is effective intervention to support the attendance of vulnerable young people and provide intervention for all young people whose attendance has led to their identification as a potential NEET risk.
- Work closely with the Attendance Manager to explore appropriate strategies and alternative timetables for students whose attendance is persistently a concern.
- Deliver one to one interviews and small group work with identified students to proactively promote good attendance.
- Have weekly meetings with the Attendance team to check on students' attendance, giving advice and support on matters related to the attendance of the student and to feedback on matters if a safeguarding concern.
- Provide supportive measures to implement and agree Parenting Contracts/AIP plans as required.

- Advise and support parents/carers to meet their responsibilities with regard to relevant sections of the Education Act 1996 (namely s.443 and s.444).
- Implement regular home visits and interviews with regards to attendance concerns.
- Maintain detailed records of work undertaken with individual students, write up case notes, send letters to parents.

Safeguarding responsibilities

- Liaise closely with the Designated Teacher for Safeguarding (or Deputy) concerning students with irregular attendance, particularly Looked after Children (LAC) and all safeguarding and Child Protection matters, co-operating with the Designated Teacher and Social Services in their role in the investigation and monitoring of Child Protection issues.
- Participate in meetings where attendance, safeguarding and inclusion matters are to be addressed as part of a multi-disciplinary approach.

Legal Responsibilities

- Ensure that the Academy effectively implements statutory procedures in relation to attendance, liaising with the Education Welfare Service as required
- Liaise with attendance manager, the legal proceedings through preparation of notification of parental responsibility letters and summonses for prosecution of parents for their child's non-attendance or persistent lateness to the Academy.

OTHER DUTIES AND RESPONSIBILITIES (Generic to all posts)

- To promote the Academy as an inclusive institution which celebrates diversity and engages all learners and staff.
- To support the ethos of the Academy
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety
- To actively participate in relevant Academy processes including appraisal
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings
- To support the Academy links with the community

This post is subject to the enhanced level of Disclosure

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

The job description may, in consultation with the post holder, be changed to reflect changes to the post.