King's Academy
Easthampstead Park

Job Description:
Attendance and Punctuality Officer

Location: **King's Academy Easthampstead Park (KAEP)**	**Department:** **Raising Standards**

Pay Grade: KGA05 (points 6 to 9) – FTE £27,202 to £28,968, starting on £14.10 per hour

Actual Starting Salary: £20,380 per annum inclusive of London Weighting and Holiday Entitlement

Hours: 33 hours per week, Monday to Friday, Term time only

Core Hours: 8.15am – 3.30pm Monday to Thursday, 8.15am – 2.45pm Friday including a 30 minute unpaid break to be taken flexibly

Designation of Post and Position within the Departmental Structure

Head of School
↓
Deputy Headteacher
↓
Senior Teacher with responsibility for Attendance
↓
Attendance and Punctuality Officer

The job description identifies the responsibilities attached to your post.

This job description is subject to amendment from time to time within the conditions of employment, as the needs of the school require, but only to an extent consistent with those conditions of employment and only after consultation with you.

All post holders are expected to support the school's vision and values and beliefs and familiarise themselves with school policies and procedures and to reinforce these with students, parents and partners where appropriate.

All employees working with children, young people and vulnerable adults are responsible for safeguarding and promoting their welfare.

Job Purpose

The Attendance and Punctuality Officer will work alongside the senior teachers responsible for student progress to promote excellent punctuality and attendance. The Attendance and Punctuality Officer will be responsible for overseeing the administration of systems to track punctuality and attendance and for supporting interventions when a student's punctuality and attendance do not meet the school's expectations.

Main Duties and Responsibilities

- Oversee the accurate completion of registers by tutors and teachers using Arbor, Study bugs, FFT and ClassCharts.
- Ensure all unexplained absences are accounted for, sending letters requesting an explanation.

- Oversee the process by which parents wishing to have approval for exceptional circumstances apply, ensuring the Head of School / Executive Headteacher have authorised or unauthorised any applications and the parents are informed of the decision.
- Monitor students' punctuality and ensure data about students arriving late to school is carefully tracked, producing reports as required.
- Support the senior teachers, educational welfare officers, external attendance agency (WPA) and heads of year with working with parents and students to improve student punctuality and attendance.
- Complete statutory documentation relating to attendance.
- Collate, maintain and update attendance data for dissemination.
- Produce and interpret information, relating to attendance patterns.
- Provide updates for staff including Heads of Year, on student attendance.
- Monitor the attendance and exclusion of vulnerable groups of students including those entitled to Free School Meals (FSM) or Sixth Form Bursary as part of Pupil Premium monitoring arrangements.
- Assist with the identification of students who will receive support in improving their attendance.
- To work with parents/carers and other agencies in improving their child's attendance record and coordinating parental support and training where appropriate.
- To work with a regular group of students using regular attendance checks and contact with parents/carers to improve levels of attendance.
- Meet with Education Welfare Officer on a regular basis and refer students who are not meeting attendance targets; preparing documentation to support prosecution if required.
- Work alongside relevant staff, contact teachers, senior leaders, learning support assistants, Education Welfare Officer (EWO), Parental Engagement Champion, Welfare, Child Protection and agencies to exchange information and determine appropriate levels of intervention.
- Work with students and families identified by the school and the EWO.
- Liaise with the designated colleagues for Child Protection.
- Keep up to date with training modules relating to attendance and other relevant data packages.
- Work with key pastoral staff to share good practice/offer support to one another on a regular basis.
- To facilitate school policy of 'first day contact' within the school.
- To facilitate the school late policy.
- To facilitate/input timely information i.e. exams, music trips, sporting events, work-based learning appointments, absence reports etc. and to keep heads of year and staff updated.
- To check accuracy and correct coding on registers.
- To ensure arrangements are in place to print off official registers daily and explained absences to ensure paper documentation is at hand in event of a fire.
- To monitor and work closely with Welfare and the Raising Standards team on the maintenance of an accurate system for students signing in/out of school.
- To assist and check records prior to the Census to ensure school attendance is accurate and up to date.
- To ensure exclusion marks have been accurately recorded on a student's attendance record.
- To support in maintaining accurate on and off roll arrangements for students.

Supporting the Academy

In November 2022, we joined King's Group Academies (KGA). This has created excellent opportunities for teachers to share ideas and approaches across schools, for the benefit of our students.

At an appropriate level, according to the job role, grade and training received, all employees in the academy are expected to:

- Support and embrace the aims, values, mission and ethos of both King's Academy Easthampstead Park (KAEP) and King's Group Academies (KGA) and participate in a team approach to all aspects of school life.

  KAEP
  It takes a whole community to raise a child

  KGA
  HONESTY: A workplace where everyone feels safe and able to express their thoughts and ideas.

  FAITH: We will encourage others to have faith in their own capabilities.

  COURAGE: We embrace diversity and champion inclusivity.

- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.

Safeguarding

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the Academy's Child Protection Policy, Safeguarding Policy and Code of Conduct.
- Ensure all issues relating to pupils are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements.

Health, Safety & Security

- Ensure a personal awareness of and compliance with, policies and procedures related to health and safety, security, confidentiality and data protection.
- Ensure concerns are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices.

Equity, Diversity & Inclusivity

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity.

Our recruitment has safeguarding at the heart of the process. We are committed to the safeguarding and promoting the welfare of children and young people and we expect all colleagues to share this commitment. Appropriate checks will be undertaken including an enhanced Disclosure and Barring Service (DBS) check.

We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues or concerns that may come up during the search at interview.

Successful appointment would be subject to:

- A satisfactory enhanced Disclosure and Barring Service check as well as a Social Media check.
- Qualifications and prohibition checks.
- Two satisfactory written references including from current/most recent employer.
- All positions are subject to a probationary period during which you will be fully supported.

King's Academy
Easthampstead Park

Person Specification:
Attendance and Punctuality Officer

Key Criteria	Essential	Desirable
Qualifications and Training	• Minimum of 5 GCSEs including English and Mathematics • Good standard of both spoken and written English	• Trained on Arbor and MIS modules such as Study Bugs, ClassCharts including lesson monitor. • Relevant work experience within a school or college environment. • Knowledge of educational or Local Authority administration systems.
Competence Summary: **Knowledge, abilities, skills, experience**	• Knowledge of procedures for recording, monitoring attendance and undertaking follow up actions. • Knowledge and understanding of relevant information systems and how to run reports. • Understanding of and commitment to the requirements of safeguarding children, young people and vulnerable adults. • Ability to analyse information and identify trends in attendance patterns at both an individual and strategic level.	• Knowledge of the role of the EWO and the legal framework relating to the maintenance of registers in England. • Knowledge of all SIMs modules linked to student –progress and reporting functionality- ability to design and run bespoke reports. • Ability to present accurate reports to a range of different audiences in a clearly understood format. • Knowledge of the statutory guidelines for exclusion published by the DfE.
Work-related Personal Requirements	• Able to communicate with parents/carers and other staff. • Ability to maintain strict confidentiality of information received and processed as part of the role. • Able to be flexible and adjust working patterns to the demands of the role so that the quality of information is maintained. • Ability to meet deadlines and organise workload in a pressurised and sensitive area of work.	• Able to communicate a passion for attending school and the benefits of attendance to a community audience. • Be emotionally resilient and to be able to work with students and parents and carers who may have emotional and behavioural and or medical difficulties. • Be prepared to attend meetings out of office hours.
Other work requirements	• Able to identify training needs and participate in training and development activities to	• Full UK driving licence

	address these and share knowledge with others	
Safeguarding and Child Protection Requirements	A satisfactory enhanced DBS check will be conducted by us if you are appointed.	