



Dream, Believe, Persevere, Achieve

Job Description & Person Specification Attendance Co-Ordinator



**Truro and Penwith
Academy Trust**

Job Title:	Attendance Co-Ordinator
Grade	TPAT Scale Point 9
Responsible to:	Deputy Headteacher
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External	<p><u>Internal:</u> Headteacher, Heads of department, teachers, students, teaching support staff, SENDCO.</p> <p><u>External:</u> Governors, parents, Education Welfare Officers, Educational Psychologists, LA departments and advisers.</p>

Main Purpose of Job:

The Attendance Co-Ordinator will work with pastoral and teaching staff to identify and monitor student attendance, promote a culture of high attendance and punctuality, intervene to reduce levels of absence, and ensure that registers are completed in line with statutory requirements for schools.

Main Duties and Responsibilities:

Principle Accountabilities

- To work with the pastoral team and tutors/teachers to improve attendance and punctuality and reduce absence.
- To liaise with students and parents to improve attendance and punctuality and reduce absence.
- To record and monitor information about the attendance of students, identifying patterns of absence in key cohorts and vulnerable children and supporting the Deputy Headteacher in the strategic analysis and evaluation of attendance.
- To use analysis tools to identify key cohorts and individuals vulnerable to absence and lateness and to support senior leaders to evaluate patterns and devise evidence-based strategic action plans in response.

Key Tasks

- To ensure all registers are completed accurately and promptly by teachers/ tutors and that all absences are explained and appropriately coded, in line with the school's legal obligations and DfE guidance.
- To implement 'first day contact' with parents in order to safeguarding the welfare of children.
- To lead administrative processes which enable the school to authorise absence, or determine that absence should be unauthorised, including administration of term time requests for absence.
- To ensure the school keeps appropriate records of attendance, punctuality and absence.
- To ensure there is an accurate system for students signing in/out of school. To monitor this, and report any anomalies/ concerns to the Deputy Headteacher/pastoral team to inform safeguarding.
- To provide administrative support for the Census, ensuring attendance records are accurate and compliant with statutory duties for schools.
- To produce weekly, half termly and end of year attendance reports for teachers/tutors, pastoral team, senior leaders and Governors which accurately reflect and identify patterns of attendance, punctuality and absence for key cohorts and individual students.
- To assist with the identification of students who will receive support in improving their attendance record.

Truro and Penwith Academy Trust is a supportive and collaborative Organisation with one primary focus: the improvement of teaching and learning within Cornwall.

- To work with pastoral team, EWO and parents/carers and other agencies to improve attendance and ensure that the school's attendance policy and procedures are consistently implemented in order to safeguard the welfare of children.
- To keep up to date with Arbor training, and implement developments and revisions to reporting to ensure that the role of Attendance Co-Ordinator can be conducted effectively and efficiently.

General/Other:

- Be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
- Be aware of and adhere to applicable rules, regulations, legislation and procedures including the school's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- Maintain confidentiality of information acquired in the course of undertaking duties for the school.
- Undertake appropriate duties as required within the pastoral team.

Prepared by: Jon Hall, Headteacher

Date: June 2023

PERSON SPECIFICATION

Person Specification:	Essential	Desirable	Recruiting method
Education and Training	<p>Attainment of GCSEs Grade C or above in English & Maths (or able to demonstrate equivalent numeracy/literacy skills to a Level 2 standards of education).</p> <p>Pupil behaviour management training.</p> <p>NVQ3 for Teaching Assistants or equivalent qualifications or experience.</p>	<p>Training in the relevant strategy/ies or curriculum areas.</p> <p>Appropriate First Aid training.</p>	Application Form / Interview
Skills and Experience	A proven track record of working with students of the relevant age in a learning environment.	Relevant experience to include providing specialist support within certain areas of the curriculum or with specialist pupil groups.	Application/Interview/Assessment
Specialist Knowledge and Skills	<p>Up to date ICT skills.</p> <p>Good listening and communication skills.</p> <p>Knowledge of specific curricular areas or key stages.</p>	<p>Awareness of the SEN Code of Practice and guidance on meeting SEN.</p> <p>National recognised HLTA standards or similar.</p> <p>Practical skills relating to planning and utilising individual learning programmes.</p>	Application/Interview/Assessment
Behaviours and Values	<p>Self-motivated and able to work constructively as part of a team.</p> <p>Ability to relate well to children and adults.</p> <p>Understanding of principles of child development and learning processes.</p> <p>Ability to work to deadlines and methodical approach to work.</p>		Application/Interview/Assessment