



Job Specification

Inspire Partnership MAT is committed to safeguarding and promoting the welfare of pupils and expects all staff to share this commitment.

POST TITLE:	Attendance & Behaviour Officer
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REPORTING TO:	Headteacher
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GRADE: Grade 4 (Apr20)	LOCATION Half Acres Primary Academy
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WORKING HOURS:	27.5 hours plus Inset Days
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OVERALL PURPOSE OF THE POST:

This job specification outlines the qualifications, competencies and experience required for the post, together with an outline of the key task and responsibilities.

The Attendance & Behaviour Officer will work alongside key school staff in the academy to promote excellent attendance, reduce levels of absence for specific families and promote punctuality. They will also support the school with behaviour as and when required.

To uphold and promote the Academy's child protection and safeguarding policies and procedures and ensure they are adhered to by all staff.

To promote the safety and wellbeing of students.

Requirements for the post.		
	Essential	Desirable
Qualifications/Training	Educated to GCSE Level C in English and Mathematics.	Training linked to attendance or behaviour management in schools
Knowledge	<p>Appreciation of need to maintain strictest confidence.</p> <p>Have excellent communication skills and an ability to relate to people at all levels (on particular pupils).</p> <p>Willingness to be flexible.</p> <p>Willingness and commitment to Professional Development.</p> <p>Ability to be able to contribute to effective working of a group.</p> <p>To have the ability to remain calm under pressure.</p> <p>To have excellent attendance and punctuality.</p> <p>Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.</p> <p>Knowledge of child protection procedures.</p>	Knowledge of statutory expectations for school attendance and behaviour.
Experience	Working within a school setting - preferably the primary sector	Liaising with a range of personnel regarding attendance and/or behaviour
Physical Skills	General clerical skills involving use of keyboard and mouse	
Competencies and other skills required	<p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team, understanding school roles & responsibilities and your own position within these</p> <p>Ability to identify own training & development needs & cooperate with means to address these seek learning opportunities</p>	

Responsibilities and Accountabilities :

Key Tasks:

- To oversee the Attendance Policy including 'first day response' within the schools.
- To ensure all unexplained absences are accounted for or send slips to parents requesting an explanation.
- To input information about absence and ensure codes are accurate
- To communicate information, update CPOMS and produce absence reports to keep Senior Leaders and staff updated.
- To follow Attendance and Behaviour Policies and send out letters as required.
- To ensure accurate records are maintained relating to behavioural incidents
- To produce and interpret information relating to attendance patterns and behaviour incidents.
- To provide updates for staff on student attendance.
- To monitor the attendance and behaviour of vulnerable groups of students and liaise with staff.
- To ensure contact all families of absent students in line with the school's Attendance Policy.
- To assist with the identification of pupils who will receive support in improving their attendance record or behaviour.
- To work with parents/carers and other agencies in improving their child's attendance record or behaviour.
- To support school leaders with any behaviour related paperwork
- To liaise with the designated colleagues for child protection
- To keep up to date with CPOMS/Integris training.

Other responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Other duties commensurate with the grade of the post as directed by the Headteacher.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Responsibility for Resources
Employees (Supervision): None
Financial: None
Physical: Effective use of resources as determined by the Headteacher or Office Manager.
Customers and Clients: Liaison with parents and carers and communication with school leaders and pastoral staff

Working Conditions:
Office based with some meetings with parents or other agencies possibly beyond schools and possibly within family homes

<p>Characteristics of the post:</p> <p>Employees are encouraged to participate in training activities in order to enhance their own personal development.</p> <p><i>All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.</i></p> <p>The employment checks are required:</p> <ul style="list-style-type: none"> • Evidence of entitlement to work in the U.K. • Evidence of essential qualifications – see page 1 of this job specification • Two satisfactory references • Confirmation of medical fitness for employment • Registration with appropriate bodies (where applicable) <p>The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:</p> <p>Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.</p>
Date revised : June 2021