



HENDON SCHOOL JOB DESCRIPTION

Post:	Attendance Lead
Reports to:	Pastoral Support Manager
Grade:	19 - 23
Contract duration:	Permanent
Hours of employment:	36 hours per week, term time only

The Attendance Officer Manager is a key position at Hendon School, ensuring the high attendance of our students at school. This post relies heavily on the building of strong relationships with students, parents and staff.

Key responsibilities:

- The management of whole school attendance data
- The link person between the school and LA/EWO with regard to attendance
- The link person between the school and students/parents with regard to attendance

Key Tasks: (*This list is not exclusive or exhaustive*)

- Text parents via SIMs/parent mail to follow up absences
- undertake first day calling to students who have attendance concerns and follow up second day unauthorised absences
- Produce attendance statistics on a fortnightly basis to SLT meetings
- Fill out necessary paperwork and produce evidence of absences and escalate referrals to EWO that are unresolved
- Attend home visits to support students with particular attendance concerns
- Arrange meetings with students in school who have under 90% attendance
- Meet fortnightly with HOYs and EWO to discuss absences highlighting concerns for persistent absences
- Input AM & PM registers and chase missing registers
- Produce paperwork and gather evidence for Penalty Notice fines
- Maintain SOL tracker updates and share with tutors

- Maintain Leave of Absence spread sheet
- Record meetings held in school with parents who are at risk of referral due to low attendance of their child
- Inform school and EWO of students either leaving for Home Education, moving home or changing schools
- Respond by letter to Leave of Absence requests
- Send letters home to parents of students under 95% and 90% asking for medical evidence where applicable
- E-mail staff and Line Managers regarding missing AM and PM registers, lesson registers and any conflicting marks
- Input trip information onto SIMS
- Give support in the training of attendance on SIMS to pastoral staff as needed
- Follow up unauthorised absence where tutors have persistently not been provided with a note to cover student absence
- Provide attendance data to prospective employers/Further/Higher Education regarding attendance for pupils who have left school
- Liaise with alternative provision regarding students attendance who attend their establishments
- Undertake morning gate duty, recording any students who are late into school
- Produce statistics regarding lates and other administration for the late system such as letters, tutor reports etc as required
- Work closely with the Assistant Headteacher overseeing admissions and ensuring that admissions are up to date and appointments are disseminated to Heads of Year within the 2 week application deadline.

The Attendance Lead will be expected to undertake such other duties as directed and required, within the reasonable scope of the role.

The content of this job description may be reviewed in consultation with the post holder as necessary, without change to the level of responsibility appropriate to the grade of post.

Attendance Lead - Person specification:

- Good standard of education
- Excellent ICT skills
- Able to work under pressure and use own initiative
- Effective communication and interpersonal skills with adults and children
- Confident and competent in the use of all aspects of MS Office and Sims
- Active interest in young people and education
- Self-motivated and able to work with minimum supervision

Hendon School is committed to the protection of children and expects all members of the community to support that commitment. All applicants will be required to complete a Disclosure and Barring Service check (of criminal record), thorough references and overseas background checks (where applicable) before an appointment can be confirmed.