

Job description



Job title	Attendance Officer / Parent Support Advisor	Grade	LBR 5
School	Mayespark Primary School		
Reports to	Deputy Headteacher		
Responsible for	No supervisory responsibility.		
Purpose of job			
<p>To work with the Deputy Headteacher, Headteacher, other senior school staff, parents and carers and outside agencies including the Educational Welfare Service to ensure the positive attendance and punctuality of pupils across the school and provide support to parents/families causing concern.</p> <p>To focus work on preventative and early intervention activities</p>			
Main duties and responsibilities			
<p>School Attendance and Punctuality</p> <ol style="list-style-type: none"> 1. Compile, maintain and file all physical and computerise attendance and punctuality records and other documents required, including records of all cases investigated and reports required by other agencies. 2. Monitor and ensure that the correct attendance codes have been put into Integris 3. Check registers for absentees and make first day response calls, ensuring records of all telephone calls made to parents/carers are kept. Follow up using Groupcall messaging system. 4. Chase up letters for absentees and send letters home for unexplained absences. 5. Record and maintain details of all absence requests, ensuring forms are completed correctly. Initiate penalty notices to the local authority where required. 6. Print off SOS report on a daily basis and update with pupils signing in and out of school. 7. Monitor punctuality, address with families who are persistently late and enforce the school's policy on FPNs 8. Follow up absences of pupils with a number of absences when a reason has not been given by parents 9. Investigate absences and lateness and establish the reasons behind these occurrences and determine solutions 10. Work with parent / family, school and pupil to identify why full attendance and punctuality is not being achieved where there is a concern 11. Give close attention to early identification and prevention of absence 12. Follow up with formal attendance procedures for those children whose attendance drops to 90% by identifying families who need contact to be made in different forms 13. Inform the EWO of attendance or lateness concerns and take decisive action immediately to work with the family to improve pupil outcomes. Set timetable of actions and follow up meetings 14. Oversee the sending of letters to parents at the end of each term if poor attendance has begun to drop below agreed levels 15. Inform the Deputy head teacher of any concerns regarding attendance, patterns of absence, lateness, concerns regarding support from the EWO service 16. Record all actions being taken for each child and keep this spread sheet up-to-date. Use the information on this spread sheet to inform the Deputy Headteacher and Headteacher of the current concerns regarding children in school 17. Inform class teachers and phase leaders of the status of children whose attendance is below 90% or who is nearing this category. 18. Monitor and track the attendance of groups of pupils, particularly those designated as 'disadvantaged'. 19. Attend meetings with parents with Deputy Headteacher and EWO (Educational Welfare Officer) regarding poor attendance and punctuality 20. Liaise with other agencies and work closely with health, social care and education staff 21. Prepare reports on lateness and attendance for Deputy Headteacher, Headteacher and outside agencies as required 22. Create and update a display which promotes attendance for children 23. Prepare information for the weekly achievement assembly regarding attendance 24. Organise the provision of end of term lists of children who have achieved excellent attendance, oversee the purchasing of medals and organise the medals for assemblies 			

Parenting Support and Information

1. To understand the primary rights and responsibilities of parents to raise their children and support parents by helping them to improve their parenting skills, e.g. by facilitating basic parenting classes and providing appropriate information or referrals.
2. To promote high quality at home parenting such as promoting conversations between parents and their children and encouraging authoritative rather than authoritarian discipline.
3. To support parents of children with early signs of social, emotional, health or behavioural issues, and work with them, school staff and other support agencies to prevent problems.
4. Where appropriate liaise with other PSA's within the local authority
5. To provide transition support from nursery to reception and primary to secondary school
6. To work with other schools in the LA to build programmes that increase levels of support for children's learning and parent engagement.

Child Protection Duties (in collaboration with the Headteacher and DSL)

1. Be a named deputy safeguarding lead within the school and act as support to the DSL
2. Implement and promote the schools' Child Protection Policy and Procedures.
3. Regularly update the headteacher and relevant governors on the CP caseload.
4. Provide information and advice on the protection of children
5. Support and raise awareness of the protection of children providing guidance for staff and visitors
6. Keep abreast of developments, understand the latest information, and issues that impact on the protection of children
7. Maintain and streamline procedures in line with current guidelines to ensure the school is working most effectively to protect the children
8. Encourage good practise and support of procedures to protect children.
9. Establish and maintain contact with local statutory agencies.
10. Maintain confidential records of reported cases and action taken, liaise with the statutory agencies and ensure they have access to all necessary information.
11. Attend and represent the school at child protection related meetings, conferences, hearings when necessary.
12. Forward CP information and records when children transfer to a new school, including secondary school.

Reporting

1. To keep effective records and documentation pertaining to meetings/contact with children and their families.
2. To conduct reviews and assessment of the effectiveness of the work being carried out including evaluation of parenting courses by the delegates.

Liaison with other agencies

1. To participate in internal and external working groups as appropriate for exchange of information and 'best practice'.
2. To attend meetings as required to further improve attendance, help to inform other services, or further develop the Parent Support Adviser role.
3. To keep up to date on the range of agencies working locally in order to maintain knowledge of services that parents might be sign-posted to.
4. To work closely with a range of colleagues including LSAs, LMs, EWO, SENDCo etc.

Organisational

1. Support discussions with families who are struggling with payment arrangements for school trips etc. (especially those on her case file)
2. Contribute to the planning, development and organisation of support service systems/procedures and policies.
3. To support families identified as possibly being entitled to FSMs with the application process.
4. Support the school in maximising attendance for school trips.

General

Attend and participate in relevant meetings, training and other learning activities and performance development as required. Establish constructive relationships with other agencies and professionals eg. Educational Welfare Service

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 all pupils have equal access to opportunities to learn and develop. Demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care. Contribute to the overall ethos of the school.

Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment.

Person specification

Job Title	Attendance Officer / Parent Support Advisor	Grade	LBR5
School	Mayespark Primary School		
Education and Qualifications:			
<ul style="list-style-type: none">• Safeguarding Level 2• Prevent• NVQ 2 or equivalent• First aid qualification (desirable)• Willingness to complete any necessary qualifications and training			
Skills/Knowledge/Experience:			
<ul style="list-style-type: none">• Experience of working with children and young people.• Ability to deal tactfully and responsively with a range of people both face to face and on the telephone• Self-motivated with the ability to work independently in a focused and task centred way• Good literacy and numeracy skills• Good information technology skills, setting up systems• Good interpersonal skills• Self-motivated and resilient• Knowledge or relevant legislation• Good organisational skills• Experience of working in a multi-disciplinary environment• Ability to produce reports for managers• Experience of delivering and designing group training programmes• Experience in running family meetings			
Personal Qualities:			
<ul style="list-style-type: none">• Good communicator• Ability to work with competing deadlines and changing demands• Ability to think and deliver services in a creative and non-stigmatising way• Ability to work with other services and professionals to deliver coherent and effective services to learners and their families• Ensure professional confidentiality is always maintained and use discretion in dealing with sensitive information and data protection regulations are adhered to• Ability to work closely as part of a team• Enthusiasm and drive for improvement• Commitment to improving attendance and outcomes for children and families• Commitment to safeguarding and safe practice• Determination and the highest expectations of work and behaviour• Values the education and personal development of every individual learner and Staff member• Sense of humour• Forward-thinking• Creative			
Other job requirements:			
<ul style="list-style-type: none">• Enhanced DBS check			

