



St Albans Girls' School

Specialist Business and Enterprise Academy

Attendance and Student Support Administrator

H4, 37 hours per week

8.00am – 4.00pm Term time plus one week

The post holder is required to perform the duties below. S/he will be responsible to the Assistant Head Teachers KS3 and KS4 and will demonstrate a genuine commitment to our equal opportunities policy and the well-being of all students.

This job description will be reviewed annually and will form the basis of the Appraisal procedure. Any issues relating to the review of this job description should be brought to the notice of the Head Teacher by the post holder through the senior line manager. The post holder will undertake the following specific responsibilities in order to fulfil our statutory requirements school aims, policies and targets. The successful candidate will be expected to combine their current role with the new role as one position.

Main areas of responsibility

- To improve school attendance and punctuality, by meeting targets set by the school
- To provide specific support in relation to attendance for all year groups and work under the guidance of the Deputy Head Teacher
- The Attendance Officer will work alongside key school staff and other agencies in school to reduce levels of unauthorised absence and promote whole school attendance strategies and to work with students and families to improve levels of attendance for all year groups
- Provide administrative support as required to the Directors' of Learning and Student Support Team

Attendance and administration duties:

- Collate, maintain and update attendance data using agreed systems.
- Check registers each morning and take messages left on the student absence line. Text parents of students with unexplained absence, following the school's absence policy.
- Collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform school, other external agencies and parents.
- Assist with the identification of students who will receive support in improving their attendance record and send letters, maintain spreadsheets of actions.
- Work with identified individuals and groups of students, identified by the school using regular attendance checks and contact with parents/carers and students to improve levels of attendance.
- Be responsible for organising a daily check on children at risk of truancy and initiate and carry out periodical post-registration truancy checks
- Work with parents/carers in improving their child's attendance record and co-ordinating parental support and training where appropriate
- Work with a targeted group of students using regular attendance checks and contact with parents to improve levels of attendance, in conjunction with the Student Support Team
- Be available for home visits for individual students and be present at parents' evenings/events as required and to conduct home visits for targeted students, as appropriate with support from the Student Support Team
- Attend and assist in the preparation of attendance meetings and parent's meetings.
- Liaise with the designated teachers for child protection in school and deal appropriately with child protection issues and to be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person
- Organise late detentions
- Organise Parents Evenings
- Assist with implementation of the Attendance Incentive Scheme (Going Green). Participate in the development of school reward systems in relation to attendance

- Produce and interpret statistical data relating to attendance patterns of group/cohorts within the school
- Ensure that school registration systems are correctly administered and report on the quality of the registers
- Provide regular updates for staff, e.g. SLT and Form Tutors, on student attendance with targets and strategies for improvement. To prepare reports for Governors and Head Teacher
- Work with new and supply staff to ensure that the school system of registration is adhered to.
- Be responsible for ensuring that all registration data is supplied to relevant groups of staff/fire officers as required during a fire drill or emergency
- Be the first contact for all attendance issues in school
- Print attendance registration certificates as required

Student Support administration

- Provide reception cover in the absence of the Student Service Receptionist.
- Assist with the maintaining of student recording systems for Directors of Learning, including paper based and computerised systems
- Co-ordinate school detentions and late detentions sending out detention letters to parents and following up students who do not attend, following the school behaviour policy
- Keep up to date with current technology and oversee/train staff in attendance and registration issues. Run workshops, group sessions and individual sessions as and when required
- Contribute to the overall ethos/priorities/aims of the school

Additional Duties:

- All other duties as reasonably requested by the Head Teacher
- Attend and participate in meetings as required
- Participate in training, other learning activities and performance development as required

All staff in school will be expected to accept reasonable flexibility in working arrangements

Special Conditions:

There is a confidentiality component to this role and the post holder needs to hold the trust and confidence of both the students and teachers. It may acquire information on child protection/family sensitive issues which must be treated carefully and appropriately.

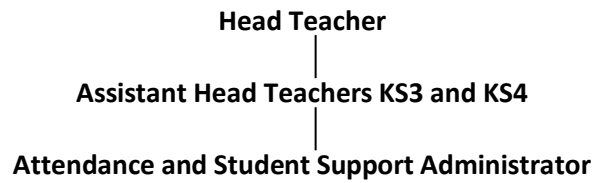
Safeguarding Children:

To 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. To contribute to the review of school policies as appropriate.

Equal Opportunities:

The school has a strong commitment to achieving equality of opportunity in both its service to the community and the employment of people. It expects all employees to understand and promote its policies in their own work, including undertaking and training where necessary.

Organisation chart:



General:

The post holder is occasionally expected to provide initial cover throughout the whole non-teaching area as necessary, e.g. in the case of staff sickness.

Supervision:

Organise own workload and prioritise on a day-to-day basis, using own initiative and knowledge of workload.

Contacts:

All staff, students, parents, suppliers

Additional information:

This type of work requires an ability to work under pressure whilst dealing with constant interruptions from various sources.

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The duties and responsibilities listed above describe the post, as it is envisaged at present. The post holder is expected to accept any reasonable alterations that may, from time to time, be necessary.

June 2019