

HILLYFIELD ACADEMY



Job Title: Attendance and Student Support Officer

Salary Range: Scale 5 - 6 (£30,033 - £34, 491 FTE)

Contract Information: Term time only (pro-rata), 35 hours per week

Reports to: Deputy Head Teacher

Job purpose

- To support the parents of children of primary school age.
- To support children's learning and development, working in partnership with other professionals
- To support families in developing partnerships with professionals which promote children's learning and development.
- To ensure that student attendance data is accurate and kept up to date.
- To monitor attendance
- To be responsible for the day-to-day administration and monitoring of student absence
- To be responsible for attendance monitoring, administration and reporting systems
- To work with families and young people, providing support and signposting to relevant agencies.
- To improve the life outcomes and opportunities of students/young people by working with families, parents, carers, students and others within the Academy to enable students to have full access to educational opportunities and to overcome barriers to learning. This may include working with the wider family and community.

Attendance

- Monitor attendance and punctuality of all students on a daily basis, identifying patterns, following up any unauthorised absences and investigating any regular non- attendance issues with parents and carers
- To act as the first point of contact with parents. This involves taking absence calls and contacting parents to seek further information on student absence.
- Ensure late marks are recorded accurately

HILLYFIELD ACADEMY



- Ensure electronic registers completed by staff are monitored daily and escalated to SLT on call where registers have not been completed
- Obtaining evidence of medical appointments, doctors certificates and other medical information where necessary assisting with evidence in monitored cases
- To keep confidential and up to date records on persistent absentee students who are cause for concern
- To be responsible for producing and sending standard letters and forms for attendance and punctuality issues as required
- Produce letters following holiday requests to the headteacher, monitor and administer processes for fixed penalty notices
- To investigate any anomalies with student attendance data and correct any errors as appropriate
- Carry out home visits, where necessary, to address attendance concerns for individual pupils.

Student Support

- To arrange for children or adults to be taken to hospital whenever serious injury or illness is evident or suspected. To accompany them and ensure appropriate supervision and safe return to school or home as appropriate.
- To talk to pupils about health and personal hygiene issues as required.
- To liaise with parents/carers and outside agencies to support children's health and welfare
- To provide prompt basic first aid and emergency/basic medical treatment for sick or injured children and adults.
- To support children and families through home visiting and to understand and recognise the rights of families and your responsibilities when in their home.
- To work in partnership with parents in exploring problems and challenges and developing goals and strategies in line with individual needs and aspirations; clearly identifying roles and responsibilities.

HILLYFIELD ACADEMY



General

- To work as part of a team implementing policies and procedures.
- To undertake appropriate training in Safeguarding Children and implement all Safeguarding and Child Protection Policies.
- To have responsibility for organising own workload.
- To work flexibly and respond positively to changing service needs and carry out any other duties within the scope and nature and grade of the post, across the centre, as directed by the line manager.
- To maintain a high degree of confidentiality.
- To implement and follow clear health and safety procedures with regard to working off site.