



## JOB DESCRIPTION

- Establishment:** Brockington College
- Job title:** Home-School Liaison and Attendance Officer
- Grade:** 8 (£21,591-£23,838 pro rata) (£18,391-£20,305 actual salary)
- Responsible to:** Assistant Principal
- Hours:** 37 hours per week, 39 weeks per year. Term time plus 5 days. (85.18%)
- Job purpose:**
1. To contribute to raising achievement by improving school attendance.
  2. To establish and develop a professional service to support the school in raising attendance, investigating persistent absences and improving punctuality.
  3. To provide a specialist service to assist the school in meeting their obligations and targets in relation to school attendance, especially persistent absence.
  4. To promote positive attitudes by pupils and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
  5. To make unsupervised contact with families in their own homes and elsewhere, to assess the reasons impacting on the attendance of individual pupils, facilitating their return or access to regular full-time education provision.

## MAIN DUTIES AND RESPONSIBILITIES

1. To advise the school on strategies to promote the regular and punctual attendance of all pupils and assist with the implementation of the strategies.
2. Meet with school staff, pupils and parents to identify individual problems and possible solutions.
3. To be responsible for the process of registering pupils at registration and the monitoring of attendance to lessons throughout the school day, including inputting timely information i.e. exams, music exams, sporting events, work-based learning appointments and maintain the records of those students who learn off-site and to keep school staff updated.
4. To identify and intervene when truancy from school and individual lessons is suspected.
5. To accurately record the reasons given by parents/carers for absence.
6. To identify groups of pupils and work alongside key staff to improve levels of attendance to above 96% and to reduce persistent absence and lateness.
7. To work closely with parents/carers and other agencies to improve levels of attendance to above 96%, coordinating parental support where appropriate.
8. To establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
9. To make unsupervised contact with families in response to allocated referrals i.e. home visits and /or meetings in school as designated by the Assistant Principal
10. To initiate appropriate legal action with Pupil Services Court Team to ensure the school is carrying out its statutory responsibility in respect of pupils. This will include preparing statements, attending and presenting evidence or requesting the issuing of penalty notice fines or other legal sanctions and completion of early help referrals.
11. To maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection, and special needs in order to be able to offer informed advice to

parents/carers, staff and governors and ensure compliance of GDPR.

## **SPECIFIC RESPONSIBILITIES**

### **Administrative**

1. Record parent/carer absence calls on Bromcom and ensure that reason for absence and any other additional information is fully documented.
2. Make phone calls on the first day of absence and send truancy alerts.
3. Record and file medical letters and provide updates as needed.
4. Administration of Bromcom to ensure registers are completed with no missing marks and check accuracy of and correct coding on registers. Email staff who have not completed their registers and refer any repeated non-completion to their line manager and the Assistant Principal.
5. Manage distribution and collation of holiday absence request letters.
6. To print off official registers daily and explained absences to ensure they are available in the event of a fire.

### **Monitoring**

1. Update the attendance tracker with attendance figures from Bromcom.
2. Generate weekly attendance performance data every Friday by 4pm for the Principal, highlighting attendance trends and patterns and significant group data.
3. Generate daily, weekly and yearly attendance data using the tracker and create year group comparisons from data. Generate previous academic year's attendance comparatives when required.  
  
Link with the admissions officer maintaining pupil mobility data, adding and deleting pupils from roll as appropriate and assist and check records prior to the census to ensure school attendance is accurate and up to date.
4. To interpret information relating to attendance patterns and identify key areas of concern for staff working with pupils.
5. Keep tracker updated on weekly basis with attendance notes. Send letters and arrange parental meetings regarding attendance concerns.

### **Support**

1. To identify pupils who will receive support in improving their attendance record.
2. Liaise with heads of year and the Assistant Principal, regarding specific pupils of concern and with a designated safeguarding lead regarding any issues related to child protection.  
  
Provide information and advice to enable pupils to make choices about their own attendance. Act proactively to reduce levels of persistent non-attendance, offering support and guidance where necessary.
3. Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance.
4. To maintain effective relationships and communication with other agencies/professionals in support of the attendance of pupils.
5. To ensure the school carries out their legal responsibilities in respect of students including contributing to the formation of formal reports for multi-agency meetings, governor hearings and

court proceedings etc.

7. To perform any task or duty under the reasonable direction of the Principal.

**SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply:**

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (b) The postholder may be required, at times, to work across other schools / establishments / relevant agencies in the locality.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service (DBS) regarding any previous criminal record.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**All new appointees are employees of Embrace Multi Academy Trust. Our contract of employment contains a mobility clause stating that your normal place of work is at Brockington College, but that the trust may reasonably require you to be based at other academies within the trust.**

**Brockington College will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable candidate with a disability.**