



JOB DESCRIPTION

Job Title: Attendance Liaison Officer

Grade: Grade 5 point 8 -14

Responsible to: Associate Assistant Principal responsible for attendance and Vice Principal responsible for pastoral care.

Key Purpose: To support pupils overcome barriers to support good attendance, strive to ensure that attendance exceeds national average for all pupil groups, monitor and analyse attendance and punctuality data to support decision making and liaise with other support services both internally and externally to provide a package of support for pupils to ensure positive attendance.

Main Responsibilities

- To engage with an identified group of children including Pupil Premium (PP) and Young Carers.
- To work closely with families and engage them in promoting good attendance.
- To act as a liaison between family and school supporting with strategies that support pupils to improve attendance, including outreach work with families.
- To have responsibility for improving the attendance of pupils with poor attendance.
- To have responsibility, along with other stakeholders, for ensuring that attendance at the school exceeds national average for all groups.
- To drive the attendance of disadvantaged pupils to ensure that they achieve attendance that exceeds that of ALL pupils nationally.
- Liaise with DOL responsible for PP to access funds to support the removal of barriers to positive attendance.
- To have a major responsibility in monitoring attendance & punctuality figures daily, and communicating action taken to relevant parties.
- To produce attendance and punctuality data reports, each half term.
- To attend and support in preparation for attendance meetings for both staff and parental meetings.
- To maintain / update pupils' attendance records including support provided by the LA Attendance Officer.
- To provide administrative support.
- To have involvement with transition and be aware of pupils transferring to high school who have previous attendance issues.
- To build up a full knowledge of the range of support available for the identified group of pupils to include specialist support which represent the child's interest.



- To support the Pupil Support Team by preventative work through sign posting pupils for Early help where appropriate.
- Communicate pupil information to all relevant parties including form tutors, Heads of Year, SLT and governors as appropriate.
- To form part of a rota which includes monitoring of 'late' duties.
- To be responsible for Safeguarding the welfare of children and young people within school'
- To undertake any other duties and responsibilities that may be assigned by the Headteacher, which are commensurate with the grade of the job.