

Eastbury Comprehensive School

JOB TITLE: Attendance / Punctuality Officer and Special Needs and Inclusion Administrative Assistant	
GRADE: 6	HOURS: 35 hrs per week – Term Time Only

RESPONSIBLE TO:	SLT responsible for Attendance/Punctuality & Special Needs and Inclusion
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EMPLOYEE SUPERVISION:	None
DATE AGREED	BY WHOM:

Level of Contact with Children and Young People

The responsibilities of the post require the post-holder to have substantial, unsupervised and daily contact with children, young people and their families and is subject to an enhanced DBS check.

Purpose of Post:

- **Under the direction of the SLT Lead for attendance, to manage attendance/punctuality at Eastbury Community all through school (3-19)**
- **To provide administrative support within the Curriculum Access and Social Inclusion Areas (including EAL/LAC/VPP and Deaf ARP) across the 3-19 school.**

Attendance/punctuality

- To contribute to the school meeting its statutory obligations and targets with regard to school attendance/punctuality.
- To monitor attendance and punctuality levels, to assist and participate in the development and review of school attendance/punctuality policies and evaluate their operation and effectiveness.
- To contribute to school attendance/punctuality policies as required with changing legislation and guidelines.
- To act on behalf of Eastbury Community School in carrying out the provisions of relevant of attendance and punctuality legislation. Completing paperwork for court proceedings, ensuring that a stepped approach to attempting to improve attendance has been completed. This might also include home visits.
- To contribute to raising achievement in all year groups by improving attendance/punctuality at school.
- To contribute to a programme of regular monitoring of the schools attendance/punctuality rates, take steps to secure the regular attendance of students.
- To liaise with and bring areas of concern to the attention of the member of Senior Leadership Team who has the responsibility of addressing attendance and punctuality.
- To work directly with students and families to improve attendance and punctuality.
- To plan and undertake task centred casework with children and their families to bring about improved school attendance. This will necessitate considering factors within and beyond the

immediate educational environment, and signposting additional services required

- To make unaccompanied visits to students and/or parents at their homes (if necessary outside normal working hours]) to formulate strategies and plans with the objective of securing improved attendance.
- Under the direction of the SLT Attendance lead to prepare documents, using the LA framework in relation to Fixed Penalty Notices (irregular school attendance) on behalf of the School,
- Under the direction of the SLT Attendance Lead, to prepare documents using the LA framework, for Court on behalf of the School/LA,
- To attend all local authority training and updates relevant to attendance and punctuality.
- To liaise with primary schools to enable early identification of students with a history of poor attendance/punctuality to enable intervention work to be started prior to the transition.
- To contribute to the analysis of attendance data for the Governors report on a termly basis.

Special Needs and Inclusion Administrative Assistant

- To provide secretarial and administrative support to the Head of Curriculum Access and wider department, including diary management, making appointments, arranging/taking minutes of meetings and being a contact point for parents, staff and outside agencies.
- To deal with telephone enquiries where possible; passing on or referring messages as necessary, making appointments and liaising with main reception.
- To assist uploading of data for pupil passports and provision map (information about SEND students for staff in easy accessible format)
- To receive confidential information on families from other schools ensuring that correct onwards distribution is undertaken.
- To assist with the production, organisation, distribution and maintenance of resources within the Social Inclusion Area.
- Assist with administration duties for student induction days, Parents' evenings, open evenings and other key events.
- Cover for absent colleagues across the school within the administration team as appropriate.
- To update the school MIS as and when necessary with faculty information.
- To work in liaison with all staff to contribute to the effective and efficient running of the school.
- To undertake such other duties within the competence of the postholder, as required.

General Responsibilities and Duties:

- To ensure that all work undertaken with children and young people places their views at the forefront, and reflects current legislation and good practice
- To be a nominated First Aider (training given if required)
- Assist with the implementation of Health and Safety/Fire warden duties as appropriate
- Be available to assist with personal and medical care for disabled students across the school when required (training available)

General responsibilities and duties- Attendance/punctuality

- To provide direct support and input to whole school attendance/punctuality policy and systems
- To contribute to the schools analysis of attendance/punctuality data in order to achieve improvements and individual school attendance/punctuality targets,
- To prepare and present written updates and reports on the analysis of attendance/punctuality and Child protection for the school community, including to the Senior Leadership Team and the school Governors on a termly basis.
- To maintain accurate, concise and comprehensive case records including the use of ICT and various software packages
- To participate in planning and review meetings regarding school attendance, having contributed to making the decision to proceed using professional judgement.
- To contribute to the design programmes of intervention and to assist with the preparation and enforcement of Education Supervision Orders and to fulfil the duties required by the supervising officer in relation to Education Supervision Orders
- To act on behalf of the school in contributing to the presentation of cases to Magistrates, Family Proceedings Courts and the High Court if required.
- To contribute to , make recommendations and participate in decisions regarding the implementation of court proceedings.
- To participate in joint initiatives on attendance/punctuality, including working with outside agencies such as the Police.

General responsibilities and duties- Special Needs and Inclusion Administrative Assistant

- To promote a caring, safe and positive environment within the school
- To undertake personal professional development as agreed with Social Inclusion Manager/Executive Headteacher
- Be conversant with and use information technology and various software packages to carry out the duties of the post,
- To meet with and assist where necessary, representatives of the Council and OFSTED Inspectors.
- To take responsibility for continuing personal and professional development to keep abreast of all relevant legislation in order to facilitate all aspects of the post,

Whole School responsibilities

- To maintain receipts and documentation of any expenditure in order to facilitate the monitoring of the

budget.

- Be available to assist with personal and medical care for disabled students across the year group when required (training available)
- To ensure compliance with and actively promote Health & Safety at Work Legislation, School and Council Health & Safety policies and procedures,
- To ensure compliance with and actively promote the School and Council's Equalities and Diversity policies and strategies,
- To take a proactive approach towards the School's 'Best Value' ethos and ensure compliance with appropriate legislation, School and Council policies and the Council's Standing Orders and Financial Regulations,
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- Comply with the Data Protection Act 1990 and GDPR 2018

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post holder.

Compiled by:

Date:

Agreed by Postholder:

Date:

Headteacher:

Date: