

## **JOB DESCRIPTION**

**SCHOOL:** St Gregory's Catholic High School

### **POST DETAILS**

**Job Title:** Pastoral Attendance Officer

**Grade:** G5

**Directly Responsible To:** Deputy Headteacher (Pastoral)  
Headteacher  
Director of Finance and Resources

**Hours of Duty:** 34.25 hours per week/Term time only  
(4 days 8.15am – 3.30pm/1 day 8.15am – 4pm)

### **Primary Purpose and Scope of the Job:**

The Pastoral Attendance Officer will work alongside key staff in school to promote excellent attendance and punctuality, reduce levels of absence for identified groups and work with pupils and families to promote high levels of attendance.

### **WORKING RELATIONSHIPS**

SLT  
Safeguarding Team  
Pastoral Team  
Governor responsible for Community  
Parents/carers  
Local Authority

### **KEY TASKS AND ACCOUNTABILITIES**

1. To be a member of the Safeguarding Team including use of safety systems
2. To support and promote high levels of attendance and punctuality to allow pupils to achieve their full potential
3. To update the Think Twice List weekly for distribution to staff
4. To promote a positive attendance and punctuality culture
5. To be aware of and support the strategic direction and actions detailed in the School Development Plan with key focus on attendance and punctuality
6. To ensure implementation of school attendance policy and review policy with Deputy Headteacher on an annual basis
7. To work with identified individual and groups of pupils, using regular attendance checks and contact with parents/carers and pupils to improve levels of attendance
8. To update notice boards with attendance information/data

9. To collate information with regard to the attendance of pupils who may be experiencing attendance difficulties in order to inform appropriate stakeholders
10. To ensure all registers are completed and no missing marks or unexplained absences remain using the SIMS system
11. To monitor all lessons, checking for missing pupils and their whereabouts as a safeguarding concern with specific focus on 'Think Twice' pupils
12. To follow school policy of 'first day contact' within the school, ensuring all vulnerable students are included
13. To check and remind any necessary staff to complete registers
14. To input timely information ie. exams, trips, sporting events, absence reports etc and to keep relevant staff updated
15. To print off official registers daily and explained absences to ensure at hand in the event of a fire
16. To regularly update registers for 'Lock Down' procedure to keep at hand would an incident occur
17. To follow attendance policy and send out letters according to stated procedures
18. Monitor pupils signing in and out of school, ensuring letters, appointment cards, permission from parents are sought before pupils leave the building
19. To assist and check records prior to the Census to ensure school attendance is accurate and up to date, reporting anomalies and concerns
20. To produce and interpret information relation to attendance patterns
21. To provide updates for staff on pupil attendance
22. To monitor the attendance of vulnerable groups of pupils and liaise with safeguarding/pastoral staff
23. To identify pupils who will need support in improving their attendance and work with associated staff on agreed actions/strategies
24. To work with parents/carers and the Local Authority in improving a pupil's attendance record
25. To collate, maintain and update attendance data for internal and external stakeholders
26. To produce weekly reports for the Pastoral Deputy and Pastoral Team and to attend weekly pastoral meetings to discuss attendance and punctuality to school and lessons and note actions/agree interventions and monitor impact
27. To produce all relevant documentation/trends in relation to whole school and groups for meetings purposes
28. To undertake home visits, log contact and agreed actions and make weekly/daily visits, with named staff member to pupils who are a cause for concern and record discussions/actions/work provision
29. To work alongside Pastoral Team/Augustine Centre staff to exchange information and determine appropriate levels of intervention
30. To organise attendance days in conjunction with the Pastoral Team and Local Authority Attendance Officer and complete all associated documentation
31. To organise Governor panels with named Governor, parent/carer to discuss poor attendance/lateness recording discussion and actions and keep named Governor updated on progress
32. To organise parent/carer meetings when holiday leave is requested and record discussion and actions as agreed with Pastoral Deputy
33. To review procedures for development of practices/new initiatives which will determine policy updates

34. To liaise with parent/carer and Pastoral staff regarding pupils reporting sick or unwell in school and seek authorisation
35. To coordinate late gate duty with other staff members
36. To monitor lateness to school/lessons informing parents/carers of regular lateness and producing reports for PPMs/Pastoral Deputy/SLT
37. To chase up non attendees for exams
38. To complete any necessary training and keep up to date with emergency legislation, safeguarding requirements in relation to attendance
39. To organise certificates/postcards as detailed in the school's reward pyramid
40. To be responsible for the completion of all related safeguarding attendance referrals as required by the Local Authority and regularly contact for updates
41. Preparation and distribution of weekly bulletin
42. To type bulk school letters/correspondence with parents/carers
43. To be responsible for monitoring the attendance of pupils not in school including exclusions and any associated corresponding data/letter preparation/follow up administration
44. Carry out all duties with due regard to confidentiality and data protection regulations
45. The postholder will adhere to the school's safeguarding policy which safeguards and promotes the welfare of children
46. To undertake such additional duties as are reasonably commensurate with the level of this post

### **REVIEW ARRANGEMENTS**

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Job Description revised: February 2019

Revised by: Deputy Headteacher (Pastoral)

Postholder:

Signed: .....

Date: .....