



Penryn
College

"Achieving through Challenge"

March 2024

Dear Applicant

Thank you for considering the position of Attendance Officer at Penryn College. We are looking to appoint a full-time friendly, enthusiastic and outgoing Attendance Officer who will enjoy working in a school environment. You will need excellent communication skills, have a flexible approach to work, good admin skills and enjoy working with young people. You will also undertake daily attendance duties, provide welfare support to students and provide first aid service.

This is a permanent position working 37 hours per week. The hours are 8.00am – 4.00pm Monday to Thursday and Friday 8.00am – 3.30pm with a 30 minute unpaid break each day.

This role is term time only plus 7 additional days (these days will normally be worked during the holidays or for after school meetings as directed by the line manager). The role will be on a grade F £21,785 - £25,774 (actual starting salary is £19,157) and the paid weeks are 45.852

The school offers 23 days holiday (plus bank holidays), rising by one day a year up to a maximum of 28 days holiday after five years, a Local Government Pension Scheme and access to the on-site gym and sports facilities outside of school times. Holiday entitlement for part timers will be pro-rata.

Penryn College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicants will be subject to an enhanced DBS check. In accordance with our policies we are unable to process applications without a fully completed application form.

Please return completed application forms along with your covering letter to: vacancies@penryn-college.cornwall.sch.uk or post to: HR Office, Penryn College, Kernick Road, Penryn, TR10 8PZ. The closing date for applications is Friday 15th March at 9am. Interviews will be held on Tuesday 19th March.

Yours sincerely

Gemma Ohly
HR Manager

Headteacher:
Tamsin Schouten
Kernick Road, Penryn,
Cornwall, TR10 8PZ

01326 372379
secretary@penryn-college.cornwall.sch.uk
www.penryn-college.cornwall.sch.uk

Job Description

Attendance Officer



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Post:

Attendance Officer

Grade:

F

Responsible to:

Deputy Headteacher

Direct Supervisory Responsible for:

None

Indirect Supervisory Responsible for:

None

Important Functional Relationships:

Internal: Student Services Administrator, Headteacher, SLT Team, Safeguarding Officer, EST Team, HOY, SENCo, Teachers, Admin Team, Pupils.

External: Headteachers from Partnership Schools, Parents, County Education Welfare Team, Social Services staff, Special Education and Child & Family Services, Connexions Personal Advisers, School Medical Officers, General Practitioners, Youth Service, Health Visitors, Police and Probation Services, Youth Offending Team, NSPCC and Voluntary Agencies, Governors

Main Purpose of Job:

To support the Deputy Headteacher, Attendance and Education Welfare Officer and EST Manager to provide a professional service to meet the needs of children where there is concern in relation to school attendance, behaviour, achievement and their general welfare. To be responsible for the administration and tracking of attendance, and facilitating support programs to address attendance problems.

To be a school first aider, administering first aid and dispensing medically prescribed controlled drugs and to be responsible for sick children and staff within the school.

Main Duties and Responsibilities:

- To maintain a range of school records and data relating to pupil attendance records. To respond to requests for such data from senior leaders, SENCO's and EST Manager and assist in the interpretation of such data and information.
- To ensure all data stored is accurate and up to date. To ensure the utmost confidentiality with regard to such data and information.
- To communicate and advise staff of the procedures and rules necessary for the correct functioning of the attendance system.
- To liaise with the relevant departments regarding late arrivals and absences of pupils during the day. To inform parents/guardians of absent students and to send out the appropriate correspondence to parents/guardians regarding the non-attendance of pupils.
- To be responsible for the co-ordination of weekly and annual reports and publications as required by the Headteacher, LEA departments and DFE.
- To highlight attendance issues to the Deputy Headteacher and other school staff.
- Work with EST and HOY to ensure lateness is tracked, monitored and sanctioned.
- Follow up for non-attendance at school or in lessons.
- Be part of a graduated response to poor attendance preceding EWO intervention.
- Ensure we promote good attendance through an annual programme of activity and publicity.
- Work with the data team to ensure attendance data is produced and shared in timely and effective way.
- To provide welfare support to children and schools with specific reference to investigating matters affecting school attendance of children. Duties will involve advising children and parents on attendance matters as required and encouraging good home / school relationships which may involve referring to additional agencies.

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Main Duties and Responsibilities:

- In cases of poor school attendance and / or welfare issues the Attendance & Education Welfare Assistant will be proactive in assessing the situation and liaising with the appropriate professionals when pupils may be in need of additional support.
- To offer general advice to parents and schools on education matters.
- To take the lead in consulting with other agencies in accordance with Council guidelines and work as appropriate with children who may be at risk of abuse.
- To work proactively with school staff and other professionals to devise and monitor alternative education packages for disaffected or underachieving pupils within the social inclusion guidelines.
- To attend and complete training as directed by the Education Welfare Officer and EST Manager.
- To monitor and track data around attendance and attainment and to use this data to support identified groups of vulnerable young people to show an improvement in these areas.
- To provide and administer first aid (as trained) to staff and pupils, taking appropriate action in the event of an emergency and communicating with staff and parents in accordance with procedures. Maintaining the First Aid at Work qualification (school funded). Dispensing medically prescribed controlled drugs (as per the approved procedure) and to be responsible for children who are sick within the school.
- To network with internal and external health/support agencies on a regular basis. To liaise with a range of health and support agencies with a view to seeking advice and support on behalf of students with specific concerns which may affect their attendance at school, under the direction of the School Based EWO and the senior management team.
- To offer support to students as requested by individuals or where there are concerns for a student's wellbeing in order to identify underlying issues affecting students' attendance, and to pass on information to parents and members of the pastoral team as appropriate and in accordance with the school's pastoral and safeguarding policies and procedures.
- To undertake regular communications with the School Based EWO, senior management team, teachers, SENCOs, Teaching Assistants and other staff working with pupils with poor attendance so as to ensure adherence to the school's policies and processes with regards to the management of attendance problems and awareness of support programmes in place.
- To work with the school management team, the SENCO, teaching staff and the relevant LEA advisers so as to contribute to the review and development of school policies and processes relating to attendance management, ensuring adherence to DFE guidelines and consideration of the success of the school's existing policies and processes.
- To work with Tutors and Heads of Year to improve the attendance of target students. To monitor and evaluate attendance and punctuality data so as to review the success of the school policies and initiatives to improve the attendance and punctuality of students where this is of concern.
- To evaluate the success of support initiatives with regard to school attendance problems and to produce reports on student attendance on a regular basis.
- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection and GDPR).
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- The post holder is responsible for his/her own self-development on a continuous basis.
- To undertake other duties appropriate to the grading of the post as required.

Person Specification

Attendance Officer



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Person Specification	Essential	Desirable	How Identified
Relevant Experience	<p>Experience in one or more of the following:</p> <ul style="list-style-type: none"> • Working with Children, Young People and Families • Education Welfare Work • Social Work • Working in an Education Setting <p>Practical experience of working in an office environment using word, excel and e-mail.</p>	<p>Experience of SIMS software – in particular the attendance model and the Optical Mark Reader.</p> <p>Experience of working within a school / college environment.</p> <p>Minimum of 1 years' experience of working with children and young people.</p>	<p>Application Form</p> <p>Interview</p>
Qualifications and Training	<p>Attainment of GCSE's to at least Grade C or equivalent in Maths and English.</p> <p>Have or be willing to work towards an NVQ Level 3 in learning and support services for children, young people and those who care for them.</p> <p>First Aid Trained (or happy to undertake the training).</p>	<p>Knowledge of outside agencies available to schools.</p> <p>Counselling qualification. Dip SW or CQSW. Education degree/diploma level. Youth and Community Qualification.</p>	<p>Application Form</p>
Special Knowledge and Training	<p>Education Legislation. Child Protection. Multi Agency Working. Excellent Interpersonal skills. Excellent Organisational and Communication skills. Ability to liaise with Headteacher and Senior Staff. Excellent oral and written skills. Excellent IT skills.</p>	<p>An ability to manage data at a low level.</p> <p>Counselling</p> <p>Mediation/Conciliation</p> <p>Freedom of Information</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
Any Additional Factors	<p>Ability to produce accurate information based on accurate data input. Professional, tactful & sensitive. Discreet & confidential. Ability to work on own initiative and within a team. Acceptance of different attitudes, willingness to work with children and young people.commitment to the protection and safeguarding of children and young people.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>	<p>Be able to communicate with people of all ages, abilities and attitudes.</p>	<p>Interview</p>