

## CONTEXT SHEET

<b>JOB FAMILY</b>	<b>BUSINESS SUPPORT</b>
<b>ROLE</b>	<b>ATTENDANCE</b>
<b>GRADE</b>	<b>7</b>
<b>What will your role be in addition to the duties in the Job Description?</b>	
<p>Responsible for managing, developing and monitoring the school attendance data systems, to identify and target students requiring further support.</p> <p>Will liaise with parents, educational social workers, and feeder schools, both to facilitate and implement an agreed programme of support with regards to students who meet agreed intervention criteria.</p> <p>To identify students who may require such support in the future.</p> <p>Will manage and develop a display area for attendance, organisation of awards, and student achievements.</p>	
<b>Specific duties?</b>	
<ul style="list-style-type: none"> <li>• To be responsible for the management, recording, maintaining and processing of data on the relevant attendance packages.</li> <li>• To monitor registration and follow-up on any outstanding registers by issuing appropriate reminders to staff. Maintain accurate records of registration for the Headteacher.</li> <li>• To produce weekly registers for tutors and input any returns from tutors. Maintain accurate records of register checks for the Headteacher.</li> <li>• To produce reports, lists, statistics, graphs, tables and data for the Leadership Team, Key Stage Team Leaders and outside agencies as requested.</li> <li>• To report to parents on specific aspects of information required regarding systems and practices relating to attendance.</li> <li>• To manage and further develop a display area for attendance, the organisation of awards and student achievements in this area.</li> <li>• To operate systems for monitoring student attendance and punctuality.</li> <li>• Manage and organise the Attendance Awards Scheme, including design and implementation of attendance certificates.</li> </ul>	

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- To liaise with the Leadership Team and appropriate staff regarding student absence and lateness.
- To meet with LA officers and consultants regarding school/students systems and practices including attendance and punctuality.
- To regularly meet with ESW, Pastoral Staff and Key Stage Team Leaders to assist in the production and implementation of individual student support programmes, including action plans and targets.
- To liaise with parents/guardians by phone, invitation to school or through home visits and to facilitate the support programme for the student, including liaison with allocated learning mentor.
- Liaise with primary feeder schools and assist in the identification of future students who may require 'transition' support and liaise with appropriate staff to ensure that systems and practice are in place.

**RESPONSIBLE TO: School to Indicate**

**RESPONSIBLE FOR: None**

Context Reference No	SS/BS07/A
Context Prepared / Amended	OCT 2009