



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Attendance Officer
<b>REPORTS TO:</b>	Pastoral Lead
<b>SALARY:</b>	SSP7 <b>£23,585pa FTE</b> . Actual <b>£20,171pa</b>
<b>WORK PATTERN:</b>	Fixed term to 31 <sup>st</sup> May 2025

### **PURPOSE**

John Leggott College is committed to ensuring that all our students achieve their full potential through high attendance and full participation in our courses. To support this goal, we are seeking to recruit a dedicated Attendance Officer who will play a key role in improving student attendance by working closely with students, parents/carers, and staff across the college. As the Attendance Officer, you will be responsible for monitoring and promoting high levels of student attendance. You will work with a designated cohort of students to identify and address attendance issues, liaising with parents/carers and collaborating with pastoral and curriculum teams to implement effective attendance strategies.

### **KEY RESPONSIBILITIES**

- Support the implementation of attendance-related policies by ensuring staff and students understand their responsibilities and obligations regarding attendance.
- Monitor and analyse student attendance records, identifying trends and areas of concern.
- Monitor and track attendance interventions, evaluating their effectiveness and adjusting strategies when necessary to improve outcomes.
- Prepare and present attendance reports for senior leadership, highlighting trends, risks, and progress in attendance improvements.
- Maintain accurate and up-to-date attendance records, ensuring compliance with college policies.
- Develop and implement tailored attendance plans to support students facing attendance challenges.
- Conduct home visits when necessary, to support students and families in addressing barriers to attendance.

- Provide advice and signpost support services to students and families in need of additional guidance.
- Promote the importance of regular attendance through effective communication with students, parents/carers, and staff.
- Assess individual student needs and circumstances related to attendance, offering proactive solutions and interventions.

**IN ADDITION TO THE ABOVE MENTIONED ATTRIBUTES THE POSTHOLDER WILL BE EXPECTED TO:**

- To support effective safeguarding of all young people throughout the College.
- To attend as necessary, meetings of all College Staff.
- To adhere to College policies and procedures e.g. Equality and Diversity; Health and Safety.
- Undertake any such other duties as may be required, commensurate with the post which do not change the character or purpose of the post which are necessary to maintain outstanding standards

***The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.***

We strive for equality throughout the college and positively encourage applications from all sections of the community. The College has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced DBS clearance.

**LEON RILEY  
Principal**

**Employee Signature .....**      **Date.....**

**Line Manager.....**      **Date.....**

## Person Specification

AF = Application Form

Q = Qualification

I = Interview Process

Qualifications	Desirable /Essential	Assessment Method
Good standard of Level 2 education – 5 A-C 4- 9GCSE's including Maths and English	E	AF Q
Skills & Abilities	Desirable /Essential	Assessment Method
Ability to work calmly and effectively, both in a team and independently	E	AF I
Ability to establish and maintain professional working relationships with staff, students and external stakeholders	E	AF I
The ability to perform effectively and sensitively within a team	E	AF I
Ability to work well under pressure and meet tight deadlines	E	AF I
Outstanding written and verbal communication	E	AF I
Evidence of excellent 'people skills' and listening skills	E	AF I
Ability to take initiative, work creatively and innovatively, and make effective decisions	E	AF I
Ability to work proactively	E	A
Experience & Knowledge	Desirable /Essential	Assessment Method
Ability to monitor and track students' attendance	E	AF I
Good IT skills	E	AF I Q

<b>Particular Requirements</b>	<b>Desirable /Essential</b>	<b>Assessment Method</b>
Flexible approach to working to accommodate essential target dates in the life of the college	E	AF I
Commitment to continuous professional development	D	AF I