



JOB DESCRIPTION & PERSON SPECIFICATION

ATTENDANCE OFFICER (Part time)

The post-holder is responsible to the School Business Manager

Teach the children with all kindness and gentleness possible.'

Marie Madeleine D'Houet (1781 – 1858)

'Lessons are planned and delivered with professionalism. Teachers recognise that every student is unique. They strive to make decisions about teaching and learning that challenge students to uncover and develop their gifts. Rigorous enquiry, deep thinking, questioning and reflection are essential parts of that profound learning which is the foundation of life-long openness to education and the joy of learning. School life is enriched by a variety of extra-curricular activities that are intrinsically linked to our core values of justice, companionship and hope.'

FCJ Education: Our Vision and Values (2013)

Within the context of the FCJ Vision Statement and the School's Mission Statement and its aims and objectives, the post includes the following responsibilities:

1. To exemplify and promote the six FCJ values of excellence, companionship, dignity, justice, hope and gentleness, to demonstrate the Teacher Standards and where appropriate the Standards for Staff on the Upper Pay Spine.
2. To oversee the general academic, spiritual, personal and social development of pupils and Sixth Form students in the classes for which you are responsible and to ensure that they receive the support necessary to cope with the demands of the course. This work should be undertaken within the framework of our *FCJ Education: Our Vision and Values* booklet and the FCJ Education: Curriculum Leadership booklet.

Responsible to: Deputy Headteacher

Overview

Key Purpose of the Role

- Promote regular school attendance and positive engagement in education.
 - Address barriers to school attendance by working directly with families, students, and school staff.
 - Ensure the local authority meets statutory obligations around school attendance and safeguarding.
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Main Duties & Responsibilities

Attendance Monitoring & Intervention

- Monitor attendance and punctuality, with a focus on vulnerable or persistently absent pupils.
- Investigate unexplained or concerning absences through phone calls, meetings, or home visits.
- Conduct attendance interviews with students and families to identify underlying issues.
- Manage attendance tracking tools such as truancy call systems and daily reports.

Support for Families & Students

- Work with families to overcome issues affecting school attendance (e.g., health, bullying, social difficulties).
- Provide welfare support and signposting to external agencies including social care, CAMHS, or youth services.
- Conduct direct work with children and young people to improve their engagement with education.

Multi-Agency Collaboration

- Liaise with social workers, educational psychologists, SEN teams, police, health services, and other partners.
- Participate in multi-agency panels and case meetings to support pupils with complex needs.

Legal & Statutory Work

- Prepare evidence and represent the school or local authority in court where legal intervention is required for non-attendance.
- Fulfil statutory duties related to attendance enforcement, including issuing warnings and supporting legal processes.

Record-Keeping & Reporting

- Maintain detailed, confidential case files for all assigned cases.
- Produce reports for schools, local authorities, and—when needed—court proceedings.

School & Community Engagement

- Support transitions (e.g., primary to secondary) for pupils with known attendance concerns.
 - Act as a community connector, supporting schools to manage welfare and attendance issues creatively.
 - Promote positive home-school relationships and encourage parental engagement in education.
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Skills & Competencies Required

- Strong communication and counselling skills with a non-judgmental approach.
 - Ability to remain calm in stressful or emotionally demanding situations.
 - Knowledge of education systems, safeguarding, and attendance legislation
 - Ability to manage a varied caseload and work independently.
 - Competent use of IT and data-tracking software.
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Typical Working Environment

- Mix of school-based, office-based, and community/home visit work.
 - May involve emotionally challenging situations and frequent travel within the local area.
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Person Specification

Essential Qualifications & Experience

- Experience working with children, young people, and families, particularly in roles involving attendance, welfare, or safeguarding.
 - Understanding of statutory responsibilities related to school attendance and education welfare.
 - Experience working in multi-agency contexts (e.g., social care, CAMHS, police, SEN teams).
 - Ability to handle sensitive personal information appropriately and maintain accurate records.
 - Competence using IT systems and attendance-monitoring software.
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Key Skills & Competencies

- **Communication & Interpersonal Skills:**
Ability to liaise effectively with students, families, school staff, and external agencies, including handling challenging conversations.
- **Counselling & Support Skills:**
Active listening, a non-judgemental approach, and the ability to build trust with families.
- **Case Management:**
Ability to manage a varied caseload, prioritise tasks, and work independently in high-pressure or complex situations.
- **Analytical & Problem-Solving Skills:**
Ability to assess underlying causes of poor attendance and develop practical strategies to address them.

- **Safeguarding Awareness:**

Knowledge of child protection procedures and confidence working with vulnerable pupils.

Knowledge Requirements

- Understanding of education legislation relating to school attendance (including enforcement procedures).
 - Awareness of barriers to education such as bullying, SEND needs, mental health challenges, or family circumstances.
 - Knowledge of local support networks, youth services, and referral pathways.
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Personal Qualities

- Patience and emotional resilience, particularly when dealing with distressed families or challenging situations.
 - High levels of discretion, professionalism, and confidentiality.
 - Ability to build constructive and positive relationships across diverse backgrounds.
 - Commitment to promoting regular school attendance and improving outcomes for young people.
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Desirable Criteria

- Experience preparing reports or evidence for legal proceedings.
- Training in child protection, family support, or attendance-specific interventions.
- Familiarity with multi-agency safeguarding panels or attendance panels.