



JOB DESCRIPTION – Attendance Officer

RED BALLOON NORWICH

37 hours per week

REPORTS TO: Deputy Head of Centre – Pastoral

ACCOUNTABLE TO: Head of Centre

GRADE OF POST: £26-£28k

PURPOSE OF THE JOB: To promote positive attitudes towards regular school attendance on the part of students and their parents/carers to help derive maximum benefit and opportunity from their education. The role will also have DSL responsibility and support wellbeing and career intervention across the school.

MAIN RESPONSIBILITIES AND TASKS:

The normal duties of the post holder will usually include the following:

- Assist with monitoring and recording attendance registers ensuring they are accurate and up-to-date using the school management information system Bromcom.
- Work with the school's Norfolk County Council link attendance officer and within the attendance legal framework outlined in: 'Working together to improve school attendance' August 2024.
- Assist with evidence/data preparation for senior staff analysis, trustees meetings, EHAP's, EHCP reviews and monitoring inspections by the LA and ISI.
- Assist with wellbeing check-ins and offer targeted face to face and online intervention to enhance the overall registration of students accessing blended learning opportunities.
- Assist with supportive action plans arising from agreed reduced timetables.
- Work with the SEN Manager to contribute to EHCP reviews.
- Produce weekly attendance data logging reasons for non-attendance
- Assist with registers being taken accurately in the event of a Fire Drill.
- Liaise with local councils to report and share attendance information daily
- Liaise directly with the main schools for young people on a Dual Roll placement
- Carry out home visits and meetings with parents/carers and students where intervention and support is needed.
- Liaise with external support agencies, partners and the Local Authority team to access the right support for families
- As a DSL support with the action and recording of safeguarding concerns arising from student non-attendance.
- Assist with satellite online intervention in centre for students who access the majority of their learning via an online platform, AV1 robots and potential subject specific one to one delivery.
- Take a lead role in supporting families through the EHAP process

- Act as a Deputy Exams Officer during mocks and examinations

Person Specification:

- Have experience maintaining confidentiality and handling matters with sensitivity and discretion.
- Have experience of managing a heavy workload and conflicting priorities to deadlines whilst also be able to maintain accurate records.
- Ability to use the way of working 'PACE' (Playfulness, Acceptance, Curiosity and Empathy) in your approach to work.
- Maintain constructive relationships with colleagues, external agencies, parents/carers when exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school community links.
- Be able to work effectively as part of a small trauma-informed team and make a valuable contribution to the wider running of the school.
- Have a willingness to undertake appropriate post graduate CPD to progress within the role.

Red Balloon Norwich 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 applicant will be subject to DBS clearance.

Person Specification
Attendance Intervention and Wellbeing Adviser

	Essential	Desirable
Educational achievements, qualifications and training	<ul style="list-style-type: none"> <input type="checkbox"/> Undergraduate degree and 4 GCSE's at grade 4-9 including Maths and English. 	<ul style="list-style-type: none"> <input type="checkbox"/> Mental Health First Aid Level 2 <input type="checkbox"/> ELSA training, or a willingness to undertake this training as part of CPD <input type="checkbox"/> EBSA awareness, or willingness to undertake training in this area <input type="checkbox"/> EHAP training, or a willingness to undertake this training as part of CPD <input type="checkbox"/> Experience in delivering Lego therapy to young people
Job related knowledge, aptitude and skills	<ul style="list-style-type: none"> <input type="checkbox"/> Knowledge of DfE attendance statutory guidance <input type="checkbox"/> Experience of maintaining confidentiality and handling matters with sensitivity and discretion. <input type="checkbox"/> Experience of managing a heavy workload and conflicting priorities to deadlines. <input type="checkbox"/> Experience of maintaining accurate records <input type="checkbox"/> Experience of resolving complex problems independently <input type="checkbox"/> Experience of building and maintaining effective relationships with others and negotiating effectively <input type="checkbox"/> A full driving license, with business insurance is essential to support with transporting students as per attendance interventions like alternative provision placements. 	<ul style="list-style-type: none"> <input type="checkbox"/> Previous experience working with children in an education or childcare environment. <input type="checkbox"/> Training relating to PACE and trauma informed practice. <input type="checkbox"/> Experience of delivering wellbeing, careers and core subject facilitation on a 1-1 basis. <input type="checkbox"/> Knowledge of Post 16 Career destinations and alternative provision pre-16 opportunities and support agencies.

Equal Opportunities	<input type="checkbox"/> To promote equality of opportunity through all aspects of school life.	
Personal Qualities	<input type="checkbox"/> Ability to communicate with a wide range of people. <input type="checkbox"/> Initiative and the ability to work without supervision. <input type="checkbox"/> Work as part of a team, ensuring that work loads are shared and equal. <input type="checkbox"/> Be flexible to changing demands of the post. <input type="checkbox"/> Trustworthy and reliable	<input type="checkbox"/> Good sense of humour, flexible and adaptable to the growing needs of the school.
Attitudes and Beliefs	<input type="checkbox"/> Commitment to creating a nurturing and safe environment for all students who attend Red Balloon Norwich. <input type="checkbox"/> Commitment to inclusivity, equality and diversity <input type="checkbox"/> Commitment to the role of Independent SEMH schools in developing a student's confidence, self-esteem and life chances to allow them to achieve their full potential. <input type="checkbox"/> Commitment to regular and ongoing professional development <input type="checkbox"/> Commitment to high professional and personal standards of work and conduct.	