



**Chase High School
Prittlewell Chase
Westcliff-on-Sea
Essex
SS0 0RT
Tel: 01702 354441**

Headteacher: Matthew Sутtenwood

Attendance and Punctuality Officer

Start date: September 2024

Local Government Pay Scale Level 5 Point 8-12 £24,702-£26,421 fte

Flexible working hours/ between 25-30 hours per week (negotiable)
Term Time only

We are seeking to appoint an Attendance and Punctuality officer to work with our children and families to encourage excellent attendance and punctuality. This person would be key in helping to reduce any barriers to learning, enabling our young people to maximise their educational opportunities and potential.

Applicants must be friendly, enthusiastic and have excellent communication and interpersonal skills. They must have a passion for working with young people and previous experience in a similar role.

Chase High School is a mixed, mainstream secondary school located in Westcliff-on-Sea, Essex. It educates more than 1,300 students aged 11-18 from over 40 countries. Our values run throughout our community ensuring the pupils have the aspiration to achieve, the character to succeed and the commitment to pursue excellence. We are a fully inclusive school which embraces diversity and celebrates cultural diversity of our community. A recent OFSTED inspection rated us as Good across every aspect of the school and highlighted our commitment to continued and rapid improvement throughout.

For further information and a job description please contact Mrs Sasha Wisbey on 01702 354441 sasha.wisbey@chasehigh.org. Chase High School is committed to safer recruitment so all applicants must be prepared to undergo screening to confirm their suitability to work with children

Closing date for this vacancy: Monday 24th June 2024
Interviews will be held upon receipt of application

We reserve the right to close this vacancy early upon appointment of a successful applicant.

Chase High School is an academy that forms part of the Discovery Educational Trust. Your normal place of work is at Chase High School, however, the Discovery Educational Trust

reserves the right to require you to work at any other of its establishments, whether current or future. This may be for a temporary period or on a permanent basis, according to the needs of the employer.



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Job Description

Attendance and Punctuality Officer

Responsible to: Assistant Headteacher

Salary: Level 5 Point 8-12 £24,702 -£26,421 pa

Hours: Flexible working hours/ between 25-30 hours per week (negotiable)

Term Time Only

Overall purpose of the Job

To undertake the following responsibilities in consultation and collaboration with Assistant Headteacher.

To encourage, enable and where necessary, enforce the school attendance and punctuality (or alternative education provision) of all children of school age in order to fulfil the Local Authority's statutory duty in the regards.

Specific Responsibilities

- To improve attendance and punctuality and reduce absence levels in Chase High School to ensure attendance targets are met.
- To undertake all duties relating to pupil punctuality and attendance.
- To contact parents/guardians on a daily basis concerning student absence.
- To contribute to the development of an inclusion team that is proactive efficient and effective to meet the learning needs of all students that have external service involvement.
- Ensure all legal and statutory requirements regarding safeguarding are followed.
- Identify other agencies and support services to be accessed to enable appropriate learning opportunities to be provided for students.
- Ensure that duties are carried out in accordance with the school's equal opportunities policy and all other policies designed to protect staff and students from discrimination and harassment.
- To work with students and/or families in a holistic manner to improve attendance, progress and well-being.
- To contact, liaise and meet with parents and students in line with the school's EHA's procedure.
- To complete and renew EHA's in line with the school's procedure
- To identify external support needed to support students and families as part of the EHA process
- **EHA is now supporting families.
- To coordinate and facilitate team around child and family meetings

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- To coordinate and facilitate standards EHA review meetings
- To share information with School staff regarding support for students and families within confidentiality guidelines
- To work alongside School staff and outside agencies to give holistic support to students and their families
- To identify child protection concerns and liaise with designated CP lead
- Works as part of a team
- To have up to date knowledge of external support services
- Carry out home visits to students, parents and carers as necessary
- Making referrals to Social Care where necessary, attending core groups, Child protection conferences and reviews, Professionals meetings, strategy planning meetings, etc
- Ensure implementation of policy and development of good practice in order to improve attendance and reduce absence rates.
- To advise, support and use appropriate challenge to parents/carers and their children where attendance levels are below target.
- Undertake home visits
- To follow procedures as set out in policy documents relating to missing children and Child Employment Regulations, challenging all absence, targeting punctuality and monitoring attendance of children who have a child protection plan.
- To be responsible for safeguarding and promoting the welfare of children and young persons for whom the post holder is responsible, or comes into contact with.
- Telephoning parents/carer's re students' late's / absences
- Monitoring attendance marks
- Monitoring late marks
- Liaise with Inclusion team re cases
- Booking meeting rooms, sending invite letters to parents for level 1 meetings and level 2's
- Reviewing attendance targets set for each student after level 1 or 2 meeting
- General attendance phone calls to parents
- Updating registers with marks
- Checking and responding to emails sent to school attendance email address.
- Locating truanting students on the premises
- Conduct pupil planning meeting's at council

Child Protection

- To in accordance with the local authority statutory duties, Essex Child protection committee and LA child protection procedures work closely with colleagues from other agencies/disciplines in order to protect children from abuse by :
 - Being alert to the signs and symptoms of abuse
 - Receiving disclosure of abuse sensitively and professionally
 - Making appropriate referrals about actual suspected abuse

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- Attending and contributing to child protection case conferences and involvement in decision-making processes
- Providing reports as required
- Being part of child protection core groups as necessary
- Monitoring of children in school on the Essex child protection register as required.

Line Management

None

Performance Management

Identified in the school's Performance Management Policy.

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PERSON SPECIFICATION: Attendance Support Officer

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	• Level 2 qualification	• Level 2 Child protection training
EXPERIENCE	• Experience of preparing • Experience of working with young people. • Experience of working with families. • Supporting young people for whom there is a safeguarding concern or who are involved with external services. • Experience, knowledge and understanding of safeguarding procedures in school.	• Experience and/or knowledge of working with schools and other agencies.
SKILLS	• Ability to build effective working relationships. • Excellent organisational skills. • Accurate and attentive to detail. • Essential to have an excellent telephone manner and good communication skills. • Suitability to work with children and young people.	• SIMS.net
KNOWLEDGE		• Understanding of school issues/initiatives. • Knowledge of a willingness to learn about safeguarding procedures for children and young people.