



JOB DESCRIPTION

Designation of Post:	Attendance Improvement Worker	Pay Scale	Band G £29,269-£33,024 (Pro rata) Actual Salary - £25,398 -£28,657 (39 weeks per annum/term time plus one week)
Responsible to:	Head of Student Services		

All staff at Prenton contribute to our vision and values.

Making a positive difference today to achieve a better tomorrow by:

- Providing a safe, happy and respectful school community;
- Making students the foundation of our school;
- Celebrating and welcoming diversity and equality;
- Empowering, challenging and inspiring all in the classroom and beyond;
- Creating opportunities where everyone is supported and valued;
- Promoting courage, ambition and aspiration.

The staff, governors, students and whole Prenton community will achieve our vision through our values of:

- Trust
- Respect
- Integrity
- Kindness
- Endeavour

Key objectives:

- To raise the profile of attendance and punctuality with all staff and students
- To improve attendance and reduce school absence
- To reduce persistent absence
- To improve punctuality

Role Responsibilities:

1. To work with the Head of Student Services to support the strategic process that will improve school attendance, reduce the number of students classed as persistently absent and reduce the number of students who are late to school.
2. To organise and lead Panel meetings and liaise with relevant staff, parents and external agencies, completing appropriate paperwork as necessary, for example reduced timetable paperwork.
3. Transport students to and from school when necessary.

4. To work with the Primary Schools and Year 7 Progress Leader to identify attendance issues in Year 6 and to work with families, conducting home visits as appropriate.
5. To develop trusting relationships with students through conversations, targeted intervention and back to school meetings, ensuring early intervention support to remove barriers to attendance.
6. To develop trusting relationships with families with effective meetings and communications including home visits to break down barriers to poor attendance.
7. To make daily home visits to support families in getting their children into school.
8. To lead half termly Attendance Panel meeting reviews.
9. To establish the reason for poor attendance or punctuality, and agree a plan for facilitating an improvement in attendance / punctuality at school using appropriate strategies within specified timescales.
10. Identify when Early Help and Multi Agency intervention is appropriate and support with referrals when necessary.
11. Liaise with other staff, (including Year Leaders, SENCO and Family Support), students and parents to provide updates about students' attendance and identify individual barriers and possible solutions.
12. To put appropriate support in place and to liaise with the SS Team when a student requires additional intervention, ensuring follow up action takes place in a timely manner.
13. To liaise and work with outside agencies, for example, police, Social Services, Housing, Health and any other statutory and voluntary organisations to support improvements in attendance.
14. To use IT systems such as Arbor/Excel/Word to record information appropriately and make available to relevant parties.
15. To manage and prioritise your own workload.
16. To attend meetings relevant to the role; including delivery of updates to the SS Team as required.
17. Undertake any other duties and responsibilities reasonably commensurate with the grading, as required by the Headteacher.

Developmental:

- Seek our relevant CPD opportunities to develop an understanding of the barriers to learning and the impact of poor attendance on academic progress.
- Keep up to date with government and Local Authority recommendations concerning the management of student attendance and good practice.

Additional Duties

- **Safeguarding & Child Protection**
Prenton High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection policy and procedures at all times.
- **Health & Safety**
All staff at Prenton High School for Girls are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health

and Safety, report all accidents and incidents, raise concerns through their line managers, and the Health & Safety Manager.

- **Equality & Diversity**

All staff at Prenton High School for Girls are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity.

- **Data Protection**

All staff at Prenton High School for Girls have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with Data Protection and GDPR 2018.