

Job Description

School Attendance/Parental Engagement Officer

Improving whole school attendance is a priority. This role would involve the successful candidate working closely with families, students and school staff to remove any barriers that stop students attending regularly.

Line management responsibility, would be undertaken by the Senior Pastoral Leader and Deputy Head-teacher.

The main role would be to:

- (a) Organise collection of difficult students in the morning- mini bus run.
- (b) Make phone calls to absentees amongst priority group (e.g. Girls, PP) each morning
- (c) Make scheduled and unscheduled home visits
- (d) Hold on site 'action plan' meetings with selected PA student's parents/guardians
- (e) Work closely with the SEN/Support/Pastoral/Attendance team to co-ordinate intervention for 'hard to reach' students i.e. re-integration after long periods of absence.
- (f) Truancy Sweeps in local hot spots at key periods.
- (g) Work closely with families to address concerns and implement support.
- (h) Support any whole school attendance initiatives and provide input
- (i) Complete any other reasonable tasks commensurate with this scale of pay and job role.