

**JOB DESCRIPTION**

**Attendance & Student Support Officer - The Horizon School**

**JOB TITLE:** Attendance & Student Support Officer

**DIVISION:** The Horizon School, Hartlepool

**GRADE:** Band 7

**RESPONSIBLE TO:** Lead Professional- Vulnerable Pupils

**JOB PURPOSE**

* To offer appropriate support to students whose attendance is impacting negatively upon their academic and personal progress.
* To contribute to raising standards of student attendance.
* To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth.
* To coordinate access to effective, purposeful alternative provision for students who; especially, but not exclusively, demonstrate difficulties in accessing the academic curriculum at The Horizon School

**MAIN DUTIES AND RESPONSIBILITIES**

Under the guidance and direction of senior colleagues:

**Attendance**

* Assist in delivering pastoral and attendance support to students by keeping up to date attendance records
* Promote good attendance inside and outside of school using a variety of methods
* Collaboratively work to reduce the number of persistent absences and lateness numbers in school
* To keep appropriate staff up to date with information
* Ensure am and pm registers are printed out for fire drills/evacuations
* Make phone calls on first day of absence and send absence messages via Teachers 2 parents by 10am
* Record Parent/Carer Absence calls and ensure that reason for absence and any other additional information is fully documented
* Record and file medical letters and provide updates as needed
* Administration of SIMS in ensuring registers are completed satisfactorily
* Email staff who have not completed their registers and ensure any repeated non-completion of registers is referred to the Head of School
* Escort children to and from school as necessary
* Undertake home visits to support and guide children and families with school attendance problems.
* Develop and maintain effective contact and communication with parents/carers and families where support and intervention are indicated and/or ongoing.
* Signpost families to appropriate sources of advice and guidance to reduce barriers to attendance and engagement
* Identify instances of poor attendance requiring intervention
* Engage with a client group experiencing barriers to learning such as exclusion, low self-esteem, CIOC, challenging behaviours and emotionally-based school non-attendance

**Alternative Provision**

* Develop links with off-site providers and other agencies in support of the students’ attendance and engagement in education
* To facilitate the integration of students into appropriate alternative provision placements including making referrals and visits to the provision
* To organise and provide support and guidance directly to groups of students and individual students.
* Monitor alternative education provision to ensure high levels of student attendance, welfare and attainment along with monitoring, feedback and evaluation of student performance that ensures value for money and qualifications for student
* ﻿﻿Travel to and conduct fortnightly visits to all students at alternative provision, completing review paperwork as appropriate.
* ﻿﻿To monitor the engagement and attendance of all students accessing alternative provision:
* Maintaining appropriate records on CPOMS; attending relevant meetings; maintaining regular communication with parents; liaising with the Head of School and LPVP

**Safeguarding**

* Monitor safeguarding of all students who are not accessing The Horizon School due to non-attendance/accessing AP
* Provide information regarding pupil/family circumstances to senior colleagues to enable the planning of appropriate interventions and referrals (as appropriate)
* Complete at least fortnightly safeguarding visits to all students on AP
* To safeguard all students accessing alternative provision, maintaining accurate, confidential and up-to-date documentation on CPOMS of all relevant incidents/information, liaising with the DSL throughout

**Other**

* To provide cover / assistance to other members of staff as required.
* Where capacity allows, provide support in the main office, including reception duty and general administration.

**General**

* Unequivocally support and promote the values and ethos of The Horizon School
* Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies.
* To be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the schools systems
* To undertake any other duties as may reasonably be requested by the Head of School.

The Horizon School, Hartlepool is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

**Date:** March 2025