

JOB DESCRIPTION

Position Title:	Attendance Officer & Day Housemistress/master
Reporting To:	Pastoral Manager for all day to day matters; Deputy Principal for any action which requires a higher authority.
Basic Purpose:	To complete and maintain accurate attendance records, ensure compliance with attendance regulations and to provide attendance information as required by the school. To provide for the welfare and complete care of day pupils within the school, and to promote a harmonious and supportive community of day pupils with a sense of identity and belonging.
Authority:	The post-holder has, in conjunction with other pastoral staff, responsibility for the pastoral care of all pupils in the school. To liaise with the Pastoral Manager for day to day matters or Deputy Principal on any action which requires a higher authority.

Principal Accountabilities:

Attendance:

- To be responsible for the recording of all attendance data and reasons for pupil absences and to input the data and correct codes onto ISAMS.
- To be the first point of contact for all attendance issues in the school.
- To ensure all registers are completed and no missing marks or unexplained absences remain and to ensure all unexplained absences are accounted for by contacting parents for an explanation.
- To input timely information in relation to all absences, including exams, trips, medical appointments etc.
- To print off registers twice daily to ensure they are at hand in the event of a fire alarm.
- To follow the School's Attendance policy.
- To maintain an accurate system for pupils signing in/out of school.
- To locate pupils that are missing from lessons.
- To generate monthly, termly and annual attendance data reports using ISAMS.
- To issue letters to parents if attendance of a pupil falls below a certain level.
- To issue sanctions relating to non-registration of pupils.

Medical: Liaise with the school's medical staff to ensure correct care and welfare of the pupils. Basic first aid training is provided unless a qualification is already held.

Pastoral Care: The care of the individual pupil: sympathetic, caring, responsible and patient understanding of the age group, as well as dealing with matters of discipline when required.

Note: This job description reflects the current situation. It does not preclude change or development that might be required in the future.

Duties and Presence:

- Create and maintain a welcoming and homely atmosphere for day pupils.
- Monitor behaviour and deal appropriately with any disciplinary issues.
- Uphold standards of dress, general appearance and personal hygiene.
- Help to deal with emergencies of any kind.
- Coordinate, oversee the completion of and check pastoral reports for day pupils.
- Maintain pastoral records of pupils and other relevant administrative tasks.
- Be 'ever present' and available for day pupils during the school day.
- Cover additional duties as required such as special occasions involving day pupils.

Parents: Regular contact and foster good relationships with parents, acting as the primary contact for communication, both in verbal and written forms, in consultation with the Pastoral Manager or Deputy Principal.

Health and Safety: Along with all staff, take responsibility for all aspects of safety as directly related to school areas, including completion of annual risk assessments.

Extraneous Duties: The undertaking of any reasonable additional duties at the request of the Deputy Principal and Principal.

Other Requirements: Full, clean driving licence desirable.

Person Specification

Essential

Excellent attention to detail

Basic knowledge of computers

Experience of working with children

An understanding of the needs of day pupils within a boarding environment

An understanding of child protection

Strong communication skills with adults and young people

Genuine enthusiasm and the ability to work well within a wider staff team.

Good organisation skills

Good problem solving skills

Desirable

Previous experience in a boarding or residential environment working with young people

First Aid qualification

Previous experience using a database system

Full clean drivers licence

Knowledge of Performing Arts education and the demands of vocational training

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