

**Bishopton PRU**

**Job Description**

Attendance & Parent Support Officer

**Job Description**: Attendance & Parent Support Officer

**Position**: Full time 37 hours a week

**Responsible to**: Headteacher

***Bishopton PRU is committed to safeguarding and promoting the welfare of children.***

**JOB PURPOSE**

* Lead in promoting high levels of attendance and punctuality by students and to maintain records both manual and electronic relating to these areas
* Organise, liaise with students, parents/carers, SLT, teachers and tutors as well as other professionals in relation to student attendance and punctuality
* Complete and provide information and statistics regarding student attendance and punctuality as required by the school/ local authority and DfE
* Liaise with SLT in supporting good attendance and punctuality
* Contribute to the overall ethos, work and aims of the Bishopton
* To work with parents/carers and develop strategies to support young people
* To develop a parenting programme to strengthen the work carried out in school

**Main Duties and Responsibilities:**

* To establish and maintain good, positive working relationships with all students, parents/carers, colleagues and other professionals
* Be proactive in work with parents/carers including providing training and support to parents/carers
* Carry out home visits to students causing concern in terms of attendance and punctuality providing parents/carers with necessary information and making appropriate referrals
* To attend meetings with parents/carers and other professionals in relation to attendance and punctuality issues including providing information to be used at court hearings
* To liaise with outside agencies, parents/carers, social workers, other stakeholders and organisations in relation to information and attendance of excluded students, and attend to queries as required by Line Manager
* To maintain the SIMS system on a daily and weekly basis, ensuring that registers are up to date and reporting appropriate problems to Line Manager.
* To provide accurate and regular attendance data to Staff, External Agencies, Local Authority, Ofsted, Management Committee as required
* To follow up student absences and lateness by telephone or other means, on a daily basis with guidance from the relevant colleagues, and making appropriate referrals
* To receive visitors/callers to Bishopton, e.g. parents/carers, professionals from outside agencies. Deal with enquiries as required, maintaining security requirements and confidentiality
* To report any welfare and /or child protection concerns to Safeguarding Officer in-line with school policies -
* To devise and implement intervention strategies to address poor attendance and to celebrate excellent attendance including Attendance Panels

**Administrative**

* To ensure that all administrative duties, checks and documentation are completed to the required level of accuracy .
* To process, input and extract data held on the SIMS system and CPOMS, including accessing and producing reports and address labels, inputting details from manual registers, and printing out the daily absence list and individual student registers
* To check on attendance and progress of students being educated off-site e.g. on Managed Moves
* To collate information, statistics and prepare reports as required by Line Manager, Head teacher and the Management Committee
* To process referrals to local authority for any student who is unable to access fulltime education due to medical reasons. Ensuring that their educational needs are met

**General**

* To attend relevant meetings and training sessions

**Professional Expectations:**

* Put students and their safety foremost.
* Work as partners with class teams by taking part in briefings and planning discussions.
* Liaise with parents and other partners.
* Rigorously apply school policies and ensure procedures are followed.
* Participate in professional development opportunities.
* Contribute to a positive safety culture.

**Safeguarding - Promoting the Welfare of Children and Young People**

* To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
* To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

This job description recognises the current requirements of Bishopton PRU. The duties may be varied to meet the changing needs and demands of the school at the discretion of the Headteacher in consultation with you.