

THE HEMEL HEMPSTEAD SCHOOL



Job Description

Job Title: Attendance, Behaviour and Intervention Officer

Scale: H3

Hours: 37 hours per week / Term Time Only.

Core purpose

To support the Attendance, Behaviour and Intervention Co-ordinator in improving attendance, behaviour and intervention.

The role includes daily administrative routines as well as support of these vital areas through contact and intervention with students and their families.

Specific Responsibilities

Responsibilities to include:

- Administration of daily attendance data
- Keep accurate records and logs of attendance data.
- Administration of weekly pupil detentions
- Maintain packs of work for isolated students and contact teachers to provide work in advance.
- Arrange meetings for Heads of Year (HoY) regarding attendance, behaviour and intervention.
- Arrange for support services to attend meetings as required.
- Other administrative duties for HoY as deemed appropriate.
- Collection of student witness statements as and when required.
- Other tasks for the Attendance, Behaviour and Intervention Co-ordinator as deemed appropriate.
- To assist with other administrative duties as required.

Person specification:

- Good communication skills both written and oral
- Excellent interpersonal skills
- Knowledge, experience and a liking for working with young people
- Awareness of the requirements for attendance, behaviour and intervention.
- Positive attitude, proactive, hardworking and enthusiastic
- Ability to take independent decisions and work unsupervised
- Willingness to undertake professional development resulting from appraisal
- Administration knowledge/experience
- Willingness to develop the role in consultation with senior staff
- An understanding of and an interest in young people and education

Line manager: Attendance, Behaviour and Intervention Co-ordinator

Line management responsibility: not applicable