



Student Attendance Officer

Position Description	
Position Title:	Student Attendance Officer
Reporting Relationships:	Responsible to the Deputy Principal - Head of Campus via the Director of Students
Direct Report (If Applicable):	N/A
FTE & Position type:	Ongoing, Full Time
Classification Level:	Education Support Employee – Level 2, Category C under the VCMEA 2013 & MOU 2017
Campus Location	Officer

Mission:

I am the Way, the Truth and the Life (John 14:6)

St Francis Xavier College is a Catholic community that is educative and supportive of the whole person. We have a clear purpose: the individuals' development of competence, conscience and compassion formed in the Christian tradition in light of the Scriptures; one who is guided by a sense of Christian faith, hope and love who will be of service to the world. We recognise God's presence in our lives by being a living witness to Jesus, celebrating and pursuing excellence and by living courageously with optimism and respect for the dignity of all.

Role Summary:

The Student Attendance Officer will work closely with the Director of Students and Head of Campus to monitor and analyse student absences on a daily basis. The Student Attendance Officer will undertake their work using high levels of accuracy, discretion and professional judgement to assist in ensuring student absences are kept to a minimum.

Key Duties & Responsibilities:

- Addressing unmarked rolls with key staff on a daily basis
- Informing teachers who have had a student away from their class with an unexplained absence either side of when a student has been marked as present for class. Address the attendance record if necessary or if the attendance data is accurate, inform the Head of House to address the matter
- Informing teachers who had a student marked present for a class when the student was marked as absent either side of the class.
- Address the attendance record if necessary or if the attendance data is accurate, inform the Head of House to address the matter.
- Call parents of students to seek reasons for unexplained absences for a full day
- Inform the Director of Students, DP - Head of Campus and DP – Wellbeing once a student has 5 days off for the year
- Monitor student attendance levels and inform the subject teacher or Care Group Teacher when student attendance reaches a low level
- Provide summary attendance data including a term summary for discussion at Head of House meeting, CMT and DP meetings

- Other duties as directed by the Executive Team or Director of Students

Skills and Knowledge:

- Strong computer skills with the ability to use a variety of software programs
- Ability to analyse and interpret data
- Clear and effective communication skills both written and verbal
- Strong attention to detail and provide accurate data
- Ability to work autonomously as well as part of a team
- Can demonstrate high levels of discretion and professional judgement
- Organised with the ability to manage competing priorities
- Interpersonal skills to relate professionally with students, parents and staff
- Commitment to occupational health and safety
- Understand and follow relevant College policy and government legislation e.g. Privacy Policy
- An understanding of and commitment to Catholic education

Additional Requirements:

St Francis Xavier College is committed to developing a culture to maintain the safety of each student in our care. At St Francis Xavier we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at St. Francis Xavier College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

- Current Working with Children Check
- National Police Record Check

Last Updated:

6 September 2018