

## Role Description

## Attendance Officer

### Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.

**18452**

Content Manager No.

**16/502960**

Work Unit

**Nominated School**

**Nominated Region**

**Early Childhood and State Schools Division**

Location

**Various locations throughout the State**

Classification

**AO3 Qld Public Service Officers and Other Employees Award - State 2015**

**36 ¼ hour week**

### Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland.

Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at [www.qed.qld.gov.au](http://www.qed.qld.gov.au)

### Your opportunity

As the Attendance Officer you will:

- Support a learning environment by monitoring student attendance, producing absence reports for senior leaders, and liaising with parents/carers to verify student absences.
- Contribute to the effective and efficient operations of the school by providing a high level of administrative support to the Principal and Business Manager.

The Attendance Officer reports to the Business Manager, Principal or nominated delegate.

### Your role

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

- Generate daily reports on absenteeism, send SMS messages to parents/carers, advise and follow up with teachers, and document relevant information on an excel spreadsheet and on OneSchool.
- Generate a 'Daily Attendance Report' every morning and provide to all teaching staff and deputy principals, and advising teachers of amendments to attendance records due to late notification.
- Collect and coordinate data to determine and document reasons for absences by students chronically absent, monitor student programs, and provide information to teachers and school leaders where necessary, liaising with Student Support Officer, Head of Special Education Program, and Guidance Officer to address issues relating to students experiencing problems that prevent their engagement at school.



- Maintain a database listing student that are independent students, students residing with carers (guardian kinship care/child safety officers), students where there are legal orders against the parents/guardians, or other issues that may impact on student attendance.
- Monitor attendance as a means of increasing awareness of students experiencing problems, and to allow for intervention before such problems get out of hand, and provide this information and advice to assist teachers with managing students with non-attendance issues.
- Forge links between the school and families of students who show persistent absence from school to encourage students' continuous attendance at school, assist teachers addressing these barriers to school attendance, and contribute to the development and implementation of strategies and procedures to counter causes of school non-attendance.
- Identify barriers to students attending school and achieving outcomes by referral to appropriate support services, especially students at risk (at home or in the school environment).
- Provide administrative support including assistance at the student counter, assistance in managing variations to student timetables including school based apprenticeships, work experience, off campus activities, etc., providing first aid for students.

#### **Other responsibilities (as required)**

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

#### **A mandatory requirement of this role is:**

- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

### **Competencies – How you may be assessed**

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

#### **Vision:**

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

#### **Results:**

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

#### **Accountability:**

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

### **Additional information**

- This role description works in conjunction with the Candidate Information Package.