

Job Description

Attendance Home Visit Officer

Pay Grade: A1/A3 SCP 2-4, actual salary £8,037 - £8,291 (2025 pay award pending)

Purpose	To support the school's commitment to improving student attendance and engagement. By conducting home visits, the officer will help identify barriers to attendance, foster positive relationships with families, and encourage a collaborative approach to resolving attendance issues whilst supporting the safeguarding of our students.
Reporting to	Student Services Manager & Attendance Lead
Responsible for	
Liaising with	Staff, SLT, students, parents / carers, external agencies
Working time	15 hours per week, 3 hours a day (flexible between 10am and 3pm, Monday to Friday), term time only

MAIN DUTIES

- Conduct home visits to students' residences to discuss attendance concerns and offer support.
- Liaise with the school's attendance officer and pastoral teams to prioritise visits.
- Maintain accurate records of visits and outcomes.
- Report and safeguarding concerns in line with school policy.
- Build positive relationships with families to encourage school engagement.

Other Specific Duties

- Remain up-to-date on policies/processes and uphold them as required.
- Actively promote the school's safeguarding policies and procedures.
- Play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.

The post holder must have their own suitable vehicle and suitable business insurance. Mileage will be paid at the rate set by Leeds City Council.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced Disclosure and Barring Service check. If shortlisted, you will be required to disclose relevant information regarding criminal history and an online search will be conducted. This includes only information publicly available online. We promote diversity and want a workforce which reflects the population of Leeds.

This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Name: _____

Signature: _____ Date: _____