



## **Job Description**

### **Attendance Manager**

<b>Responsible to:</b>	Acting Deputy Headteacher
<b>Grade &amp; Range:</b>	Grade 9 Points 30 – 35
<b>Salary:</b>	£36,048 - £40,790 (FTE Annual Salary £39,513 - £44,711)
<b>Weekly Hours:</b>	37.00 hours per week
<b>Working Weeks:</b>	Term-time plus three weeks (41 weeks per year)
<b>Pro rata Holiday:</b>	6.57 weeks, to be taken during periods of school closure
<b>Start Date:</b>	As soon as possible
<b>Contract type</b>	Permanent

This post is subject to the satisfactory completion of a 6-month probationary period.

#### **Purpose of the role**

To work with pastoral colleagues and the attendance coordinator to improve whole school attendance. This role will include going off site but will also involve working with the Bridge Manager to reintegrate pupils.

#### **Main whole school responsibility**

- Demonstrate, at all times, the Academy's values and principles.
- Work with the Senior Leadership Team and the Pastoral Team on developing and implementing strategies to create a culture of excellent attendance.
- Have working knowledge of best practice in improving attendance and the awareness of and implementation of any government initiatives.
- Use Academy ICT systems, SIMS and Synergy to identify and coordinate appropriate interventions across the school for individual pupils and identified groups.
- Lead on addressing and removing barriers for pupils with chronic non-attendance including joining CAF/TAF (Child/Team Around the Family) meetings, coordinating appropriate intervention, working with academy colleagues and external agencies.
- To support the Assistant Headteacher in creating an attendance strategy, particularly around EBSA pupils
- Support Progress and Assistant Progress Leaders to ensure school policies and systems are efficiently and rigorously implemented.
- Manage daily home visits to address poor attendance and where appropriate address any safeguarding concerns.
- Monitor the attendance of pupils who access Alternative Provision as directed.
- Oversee attendance during examination periods coordinating resources to ensure pupils attend external examinations.
- Provide weekly and half termly attendance reports measuring the impact of interventions to the Senior Assistant Headteacher.

In addition to the specific responsibilities above, the Attendance Manager & Pastoral Assistant should complete the key tasks detailed below coordinating these with the Senior Assistant Headteacher and the pupil attendance coordinator.

**Key tasks:**

- Liaise with Attendance Officer regarding daily absences.
- Support the Attendance Officer in assisting with taking the daily absence phone messages off the system and recording absences.
- Manage the 'late gate' system and follow-up sanctions.
- Make first day contact. Follow up calls for non-response/unsatisfactory reasons for absence.
- Conduct home visits.
- Check and chase pm registers.
- Monitor and follow up with pupils who are missing from lessons.
- Monitoring of Persistent Absence against targets and administration of stage letters, panel meetings and Penalty Notices.
- Provide weekly/monthly/termly data on attendance for the Senior Assistant Headteacher responsible for attendance within identified time frame of the request.
- Ensure stages of intervention are followed rigorously and outcomes recorded accurately and in a timely manner on CPOMS for the individuals on a report, ready for discussion with the Senior Assistant Headteacher in a timetabled weekly meeting schedule.
- Work closely with the parents/carers of targeted pupils, forging positive and constructive relationships in order to engage parents/carers and provide support to get pupils to return to school at the earliest opportunity.
- Work with the Bridge Manager to keep in regular contact with long-term absentees, accurately recording outcomes of communication in the relevant attendance log. Liaise with the Bridge Manager, subject and pastoral staff to ensure that effective reintegration strategies are used, identifying 'catch up' needs and work is provided for study at home during the absence where applicable.
- Contact parents/carers where absences have remained unexplained despite previous intervention seeking and securing relevant evidence to 'authorise' the absence.
- Work with targeted pupils identified by pastoral staff, Assistant Headteacher or Deputy Headteacher to improve attendance through parental contact, accurate monitoring and reporting, populating attendance reports, generating short-term targets and coordinating rewards with pastoral staff.
- Prepare detailed and accurate cases for referral through the CAF as directed by pastoral staff who will lead on the CAF and for where court action is required. Liaise with the Court Officer to initiate proceedings and follow identified protocol.
- Attend training that is identified as essential professional development.
- Always be alert to safeguarding and welfare issues through the course of your duties, reporting any concerns immediately to the Designated Safeguarding Lead (DSL) or deputy DSLs. Concerns should be logged on CPOMS.
- To provide staffing in The Reflection Centre and ensure a purposeful working environment.
- To assist with other reasonable duties as directed by members of the Senior Leadership Team.

Education / Qualifications	Essential/ Desirable
High levels of literacy and numeracy	E
NVQ level 3 / A Level or equivalent qualification – appropriate to the post	D
GCSE Grade C or above (or equivalent) in English and Mathematics	D
Level 2 safeguarding training	D
CAF training	D
SIMS training	D

Experience	Essential/ Desirable
Proven experience of working with young people aged 11-16 in a voluntary or other professional capacity to manage and improve attendance	E
Experience of working in a school/ College	E
Experience of working with families and agencies such as Children's Social Care	D
Experience of child protection and safeguarding	D

Knowledge and Understanding	Essential/ Desirable
Understanding of the main challenges for pupils with poor attendance in the secondary sector	E
Knowledge and ability to deal with a range of different barriers which impact on a pupil's attendance	E
Understanding of multi-agency work	D
Knowledge of DfE guidance on attendance and school accountability	D
Understanding of the impact of deprivation on attendance	D

Skills	Essential/ Desirable
High quality people skills to deal with difficult problems and potential conflict	E
Ability to use initiative to respond to and resolve problems in the short term	E
General administrative/ICT skills especially in the use of a range of IT software (Word, Excel, E-mail)	E
Proven organisational and time management skills	E
Ability to build effective relationships and work sensitively and effectively with parents/carers, pupils, staff and outside agencies	E
Ability to promote a positive ethos and have a 'can do' attitude	E
Knowledge of SIMS	D

Skills	Essential/ Desirable
Experience of working in an area of deprivation	D

Personal Attributes	Essential/ Desirable
Professional appearance and conduct	E
A committed life-long learner, willing to undertake further training	E
Good communication skills, flexible approach with tact and diplomacy	E
Self-motivating and ability to work as part of a team	E
Ability to ensure confidentiality	E

Special Working Conditions	Essential/ Desirable
Willingness to work outside of normal school hours	E
Legally entitled to work in the UK	E
Hold a current driving licence and have access to a car for work	D