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| **HUGH CHRISTIE SCHOOL** |

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| **Post:**  **Line manager:**  **Direct Links:** | Attendance Improvement Manager  Senior Deputy Principal  Senior Deputy Principal, Heads of Year, Safeguarding and Attendance Leads & Administration Manager |

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| **Core Purpose**:  Attendance is an essential aspect of a successful community, academic success and future prospects. If attendance is outstanding, students have improved life chances and will make more rapid progress both academically and socially.  The role of Attendance Improvement Manager is to lead the attendance team in the promotion of outstanding attendance by working in partnership with all stakeholders, the local authority and the wider community.  More specifically, the Attendance Improvement Manager will ensure attendance records are fully completed, reasons for absence are recorded and intervention strategies implemented.  Through the monitoring of data and implementation of strategies, the Attendance Improvement Manager will make a significant contribution to the ‘Every Child Matters’ agenda. |

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| **Accountabilities**:  Accountable to the Senior Deputy Principal for your own performance.  You are expected to set the highest personal standards of performance for yourself, and with the support of your line manager, you are responsible for ensuring your own learning and development by way of work-based and /or other methods of study*.*  Success will be measured through:   * Performance against agreed quality indicators. * Achievement of individual targets within the annual Performance Appraisal process. * Percentage of students achieving appropriate attendance levels. |

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| **Personal Specification:**  The role of Attendance Improvement Manger requires the following skillset:   * Demonstrate excellent attendance and timekeeping skills. * Excellent communication skills. * Empathy and a high degree of emotional intelligence. * Diplomacy. * Excellent organisational skills and the ability to keep appointments and meet deadlines. * The ability to work independently using their own initiative and work as part of a team. * The ability to form relationships quickly with families in a wide variety of situations. * An eye for detail when recording information. * A sound knowledge of Microsoft applications / use of a computer for emails, producing word documents and spreadsheets. * A passion for working with young people. * A passion for improving the opportunities for young people, but especially those who are disadvantaged. |

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| **Main Tasks & Other Responsibilities:** | |
| **Attendance Data** | To maintain computerised attendance data for all students in Years 7-13. Input daily attendance data and data for students with authorised absences, such as educated off site or dual registration. Manage a system to chase missing registers. |
| **First Day Calling** | To contact parents and carers regarding absences, updating lesson monitor and inform parents and staff if required. |
| **Truancy** | To contact parents and carers regarding student truancy and inform appropriate members staff. If required contact Police to report a missing student. |
| **Support Agencies** | To monitor looked after students and report to the SLO. |
| **Attendance Meetings** | Attend attendance meetings with pastoral staff and Senior Management Team. Attend meetings with agencies for complex reviews. Meet with SLO regularly to discuss issues. Attend AIMs (Legal meetings) for students who have AS1 referrals |
| **Referrals** | Make referrals to KCC/SLO to gain additional support to ensure students attendance improves. |
| **Student Absences & Lateness** | To supervise and monitor accurate recording for the non-attendance of students through sickness and late signing in. Prepare appropriate letters for parents and carers if necessary. |
| **Attendance Certificate/Penalty notice letters** | Produce and issue attendance registration certificates as required. Prepare penalty notice letters re; holidays and send request for PNs. Provide LA/KCC with information required for court cases. |
| **Safeguarding** | Working with safeguarding – refer students to the children missing education team (CME) who have not attended school. |
| **Environment** | To present a positive and professional image of the school deal with visitors, staff and students in a friendly, prompt and efficient manner and maintain a tidy and attractive working environment. |
| **General** | To respond as appropriate to any reasonable requests from staff and students and manage both incoming and outgoing telephone calls as required, particularly in the event of staff absence. |
| **Reception**  **Additional** | Occasionally cover reception as part of an Admin Rota. Answer the phone and deal with visitors/parents.  To undertake any other reasonable tasks as required by the Administration Manager or Senior Leadership Team. |
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June 2023