

JOB DESCRIPTION – ATTENDANCE MANAGER

Job details

Grade: KR8

Reporting to: AHT – Behaviour and Attendance

MAIN PURPOSE

- To lead on the management of attendance across the whole school
- To report on attendance and punctuality data, to support and challenge this data to improve punctuality and attendance for the whole school Year 7 to Year 11. Oversee the attendance staff of the sixth form to improve punctuality and attendance of students in Year 12 and Year 13.
- To line manage the attendance administration officer/s
- To work alongside the pastoral team to promote excellent attendance and work with students and their families to reduce levels of absence
- To work alongside the safeguarding team to ensure that a robust system is in place for check ins/'eyes on' for those students absent from school

DUTIES AND RESPONSIBILITIES

1. To raise the profile of student attendance across the school through both operational and strategic planning
2. To ensure clear plans and processes are in place to manage student attendance levels
3. To provide regular and accurate attendance data and reports to the Assistant Headteacher
4. To work alongside the Assistant Headteacher to develop and implement strategies to support improved attendance
5. To maintain contact with long term absentees and liaise with the relevant inclusion and safeguarding teams
6. To engage effectively with the school liaison officer and the enforcement team in the Local Authority
7. To provide support on all statutory functions in relation to prosecutions for non-attendance at school; Attendance Order Proceedings for children missing education (CME); Fixed Penalty Notices (FPNs).
8. To oversee the recording of student absences and late arrivals on SIMS, maintaining accurate attendance records
9. To work, alongside the student support managers, with individual students and their families regarding strategies to improve attendance / punctuality – ensuring records are kept and feedback provided to the Headteacher and other staff as appropriate



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10. To host formal meetings with parents/carers to discuss attendance concerns – taking follow up actions as agreed
11. Liaise with parents/carers keeping them informed regarding any attendance issues to enable appropriate support to be given and to secure positive family support in meeting school's expectations
12. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

PERSON SPECIFICATION

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	GCSE C grade or higher (or equivalent) in Maths and English
EXPERIENCE	<p>Previous experience of working in a similar role (E)</p> <p>Previous experience of working with young people aged 11-19 (E)</p> <p>Previous experience of working with SIMs/Bromcom or similar MIS (E)</p> <p>Experience of working in a school setting (E)</p> <p>Experience of assisting students with their learning (E)</p>
SKILLS AND ABILITIES	<p>Ability to build rapport, engage and motivate others</p> <p>Good interpersonal and excellent communication, listening and observation skills</p> <p>Ability to deal with difficult/sensitive or conflict situations</p> <p>Ability to manage confidential information</p> <p>Ability to communicate effectively with teachers, students, parents and multi-agencies</p> <p>Good ICT skills</p> <p>Organisational abilities and accurate record keeping skills.</p> <p>Assured manner and understanding of appropriate boundaries</p> <p>Ability to work without immediate supervision</p>
KNOWLEDGE	<p>Knowledge of the range of additional support/agencies available to students</p> <p>Demonstrate an understanding of confidentiality and safeguarding / child protection issues in a school setting</p>