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| **HUGH CHRISTIE SCHOOL** |

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| **Post:**  **Line manager:**  **Direct Links:** | Assistant Attendance Manager  Attendance Manager  Head of School & the Heads of Year |

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| **Core Purpose**:  Attendance is an essential aspect of a successful community, academic success and future prospects. If attendance is outstanding, then students have improved life chances and will make more rapid progress both academically and socially.  The role of Assistant Attendance Manager is to assist the Attendance Manager in the promotion of outstanding attendance by working in partnership with all stakeholders, the local authority and the wider community.  More specifically, the Assistant Attendance Manager will perform a combination of a parental support adviser and family liaison officer role, aimed at supporting the improvement of attendance for specific targeted families as directed by the Attendance Manager.  Through the monitoring of data and implementation of strategies, the Assistant Attendance Manager will make a significant contribution to the ‘Every Child Matters’ agenda. |

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| **Accountabilities**:  Accountable to the Attendance Manager 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 Assistant Attendance Manger required 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. * The ability to drive is an advantage. |
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| **Specific Duties**:   1. Improve the attendance of targeted students within each year group:  * Work with the Attendance Manager & Head of School to identify a subgroup of students within each year group with which to work. * Identify historical attendance trends and the factors affecting attendance for the subgroup of students. * Identify trends and implement intervention strategies at times of historic low attendance. * Make contact with, talk to, visit and organise meetings with the families of the students identified. * Monitor the students’ attendance. * Support the students inside school by conducting regular meetings and supporting within the classroom environment. * Constant liaison with the families. * Officially record meetings and other interventions. * Monitor attendance and liaise with the Attendance Manager and the Local Authority. * Liaise with external agencies and organisations to promote continuity both in and outside of school. * Make recommendations about future interventions. * Attend the weekly attendance meeting. * Liaise directly with the safeguarding team to ensure the safeguarding of all vulnerable students. * Accompany the Heads of Year on home visits. * Liaise with all staff to ensure all teachers are promoting attendance. * Creatively incentivise parents and students to improve and maintain a high standard of attendance. * Keep abreast of national and local employment data and statistics to use with parents to enhance the rationale for good attendance.  1. Support the Attendance Manager:  * Deputise for the Attendance Manager when required. * To support the work of the Attendance Manager. * Enter data pertaining to attendance on the school’s database (SIMS). * Assist the Attendance Manager in the preparation of documents for the Governors. * Follow up unexplained absences. * Prepare attendance-monitoring letters. * Attend official attendance meetings. * First day calling of absent students.  1. Parents-evenings.  * Organise / facilitate parent-teacher appointments for parent consultation events. * Attend parents’, information and options events, encouraging the attendance of the targeted subgroup of students. * Meet with the specific parents to explain reports and academic progress measures. |

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| **Other Responsibilities:**   * All staff have a responsibility to safeguard the students of the school. You are responsible for attending school safeguarding training and reporting any incidents to a member of the safeguarding team. * All staff have a responsibility for maintaining high health and safety standards in school. You are responsible for attending school health and safety training and reporting any incidents to the Health and Safety officer. * All staff have a responsibility to actively promote equal opportunities for all stakeholders and to act on prejudices immediately and appropriately. * All staff have a responsibility to protect all data within the organisation under the school’s GDPR policies. Any breach of the GDPR policy must be reported to the Data Manager immediately. * The school has an active Whistleblowing Policy that must be adhered to if required. * All staff must sign the school’s code of conduct policy. |

April 2019