



## Job Description and Person Specification

# Attendance Manager

Salary Band 7, Point 15 - 17

Purpose	<p>To be responsible and accountable for overall school attendance and persistent absence, leading its strategic direction to continually pursue improved school attendance and reduced persistent absence. To manage the attendance team in order to ensure that the needs of students who require help to overcome barriers to learning, specifically attendance, are met. This will support with raising the aspirations of pupils so that they can achieve the highest possible standards and lead successful lives.</p> <p>It is important to note that much of this work will be of a confidential nature.</p>
Reporting to	Deputy Headteacher, Assistant Headteacher
Hours	37 hours per week / 41 weeks per year (term time + 2 weeks) 8 – 4 pm Monday to Thursday, 8 – 3.30 pm Friday inclusive of 30 minute unpaid break

## Specific Areas of Responsibility

- To be responsible and operationally accountable for overall school attendance, persistent absence and punctuality.
- To continue the work of reducing the levels of persistent absence at the school and improve overall attendance and punctuality (eg. morning late-gate co-ordination).
- To work closely with the AHT for Inclusion to deliver a cohesive, high-profile strategy to improve attendance.
- To promote positive relationships with parents and pupils to promote good attendance.
- To lead the attendance team in liaising with outside agencies and families to support / improve attendance for individuals as required, including IARFs, CMEs and litigation processes.
- To ensure that codes for attendance are used consistently and accurately across the school and provide advice and training in this matter as appropriate.
- To ensure that the attendance of those pupils attending Alternative Provisions with partners is recorded accurately and that there is a swift response when these are not in line with expectations.
- To provide timely and influential reports and case studies on attendance to ensure a swift response that has impact and work directly with targeted pupils and parents where attendance and punctuality is a concern.
- To work with pastoral teams and relevant staff, as appropriate, informing them about pupils' attendance issues and guiding them on actions to be taken, including home visits.
- Using the school's MIS system, to utilise and develop appropriate systems and processes to monitor, track and intervene in all matters relating to attendance and truancy in order to overcome barriers and issues both internal and external.
- To work closely with the DSL (Designated Safeguarding Lead) & Deputy DSL regarding safeguarding concerns.
- To ensure that, in the event of an emergency, accurate attendance records are available for use. 13. To identify pupils to be referred to the EWO (Education Welfare Officer) in discussion with their Year Offices and Attendance Officer, as required.
- To ensure that, when a child is unavoidably absent, work has been provided on an appropriate, accessible platform.
- To ensure that attendance/absence evidence is tracked, stored and recorded accurately and is easily accessible.

- To be responsible for addressing any parental issues and complaints, by phone, text, email/letter and in-person, in a positive and professional manner.
- To respect the confidentiality and sensitivity of the information that is likely to be shared.
- To monitor, analyse, evaluate, quality assure and deliver high-quality, accurate attendance data for all cohorts and groups (including PP, FSM, SEND, EHCP) to relevant stakeholders in a timely manner, meeting all deadlines.
- Communicating with staff and following up with relevant line managers for colleagues who are not taking accurate and timely registers.
- To issue weekly, half-termly and annual 100% attendance rewards in accordance with the school's attendance procedures.
- To organise and lead after-school attendance surgeries for parents and pupils.
- To organise and lead in-school attendance clinics and groups for pupils with low attendance (this will include liaising with PALs and LSA mentors about attendance interventions).
- To line manage the members of the attendance team.
- To promote attendance in assemblies and staff briefings.

### **Review of Performance**

Performance Management reviews will focus on the post holder's responsibilities. There is recognition that however good we are at our roles, we should also embrace the notion of 'continuous improvement'.

#### Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum resourcing to secure co-ordinated outcomes for learners

#### Health, safety and discipline

- Assist with Health & Safety requirements for the department
- Promote the safety and wellbeing of pupils

#### Professional development

- Take part in the school's appraisal procedures
- Take part in training and development to improve the quality of resourcing/provision
- Where appropriate, take part in the appraisal and professional development of others

#### Communication

- Communicate effectively with relevant stakeholders
- Develop effective professional relationships with colleagues
- Collaborate and work with colleagues and other relevant professionals within and beyond the school

#### Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

All colleagues will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct. Please note, this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

### **Mobility Clause**

You may be required to work some of your contracted hours at other schools within the Trust, subject to the needs of the role.

### Flexibility Statement

It is impossible to define clearly the exact nature of any job in a school. Therefore, the purpose of this job description is to outline the main duties that have to be fulfilled. When there is an emergency or in times of difficulty, absence or sickness, it is necessary to take on a variety of tasks and responsibilities regardless of job description under the direction of the Line Manager and School Leadership.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the employer reserves the right to make changes to the job description following consultation

### Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	Evidence of professional development relevant to this role
<b>Skills and knowledge</b>	<p>Good knowledge of legislation and guidance on Health &amp; Safety requirements</p> <p>Excellent communication and organisational skills</p> <p>Knowledge of guidance and requirements around safeguarding children</p> <p>Good IT skills, including previous use of school systems such as MIS and safeguarding systems.</p> <p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire others</p> <p>Ability to build effective working relationships with staff and other stakeholders</p>
<b>Personal qualities</b>	<p>Commitment to upholding and promoting the ethos and values of the school</p> <p>Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to equity</p>

King's Academies are committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

King's Academies pursues a policy of equality of opportunity.