

Job Profile

Staffordshire University Academy				
Job Number	Post Title	Grade	Points	Date
	Attendance Intervention Manager	Grade 8		October 2017

Reporting Relationships

Responsible to: **Vice Principal**

Statement of Purpose

In conjunction with the Vice Principal, to use specialist knowledge and experience to support students and families to ensure at least good attendance at academy, and tackle barriers to attending. Work may be carried out in the classroom but will be mainly outside the main teaching area and may be in the student's home.

To ensure all students receive an education as required by the Education Act 2011.

Support to Students, Parents and Community

- To contribute to the development and implementation of a range of alternative actions to promote good attendance.
- To implement innovative strategies to include rewards, incentives and competitions to encourage good attendance.
- To understand and analyse academy attendance data in order to identify attendance patterns for groups and individual students.
- To advise the Principal, academy staff and parents/carers on the implications of attendance legislation and its practical application to the academy, students and their parents.
- Attend Core Group and Strategy Meetings for young people in need or young people in need of protection.
- Take the lead on external agency support.
- To collate witness statements and other evidence for cases of non-academy attendance for magistrates court.
- To co-ordinate education related parenting contracts, parenting orders and penalty notices to address poor attendance and behaviour in academy.
- To visit and work with families in order to pursue concerns about attendance and other welfare issues. During such visits, to formulate strategies, as appropriate, to the family.
- To provide students and parents with an effective advice and support service.
- To liaise between student's home and academy involving other support agencies as appropriate, including social services, education, psychologists, medical and counselling services.

Support to other Staff

- To work in collaboration with the attendance clerical officer and other staff, such as pastoral coordinators, Heads of Year and form tutors, in order to improve the attendance and outcomes of students.
- Complete Staff Appraisal cycle with designated support staff.
- To line manage other support members of staff if appropriate.

Support Organisational Management

- To maintain accurate professional records including reports for SLT and governors.

Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the academy)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the academy's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Financial Management

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

People Management

- To comply and engage with people management policies and processes.
- Contribute to the overall ethos/work/aims of the academy.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the Academy's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

Person Specification Attendance Intervention Manager

Criteria	Measured by
Experience <ul style="list-style-type: none"> • Proven management experience. • At least two years in education welfare work or field social work with children of secondary academy age. • Experience of working with multi agency teams 	AF/I
Qualifications/Training <ul style="list-style-type: none"> • Minimum standard of NVQ 3 or professional qualification in child care practice and/or professional qualification in related area is desirable • Evidence of qualification gained, in an educational setting, that support the role of attendance intervention manager being delivered effectively (essential) • Child Protection Level 2 	Documentary evidence and AF/I
Knowledge/Skills <ul style="list-style-type: none"> • Excellent literacy skills • Understanding of relevant legislation as it affects children and the education sector. • Ability to manage own workload and work on own initiative. • Ability to work constructively as part of a team. • Excellent interpersonal skills. • Ability to communicate effectively both orally and in writing. • Good organising, planning and prioritising skills. 	AF/I
Behavioural Attributes <ul style="list-style-type: none"> • Builds personal relationships with stakeholders, through regular contact and consultation. • Accepts, supports and quickly implements change. • Works with others to resolve differences of opinion and resolve conflict. • Requires minimum supervision. • Communicates effectively. • Proactively seeks opportunities to increase job knowledge and understanding. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. • Takes responsibility for own and team actions. • Identifies and overcomes barriers and manages risks. • Takes quick and effective action. • Demonstrates focussed implementation of role and responsibilities. • Builds strong team ethos where everyone feels valued: 	AF/I

<ul style="list-style-type: none"> ○ Provides timely, sensitive and honest feedback on performance. ○ Is accountable for own development and encourages the ownership of development needs amongst team members. 	
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AF = Assessed at Application Form I = Assessed at Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***