



Holyhead

Teach What Matters

Post Title and Grade	Attendance Manager (Maternity Cover One Year Fixed Term Contract) Term-time only, 37 hrs per week SCP 23-25 (30,151 - £32,020) FTE Actual Salary - £25,211.12 - 26,773.91
Reporting to	Deputy Principal
Liaising with	Senior Leadership Team, Heads of Year, Directors of Learning, Teaching Staff, Students, Parents, Attendance Officers, Parental Engagement Officers
Areas of Responsibility and Key Tasks	
Core Responsibilities <ul style="list-style-type: none">• To lead strategies to raise attendance levels and reduce persistence absence• To advise colleagues on whole school attendance strategies, policy and procedures; in relation to school non-attendance• To contribute actively and fully to the management of the Attendance Team• To lead on producing, analysing, cleansing and reporting whole school data• To monitor the attendance of all students and to identify patterns that indicate the need for targeted interventions• To monitor the attendance, punctuality and progress of vulnerable and other designated groups of students• To be aware of and adhere to all relevant health and safety and safeguarding policies and procedures• To take a lead role in developing policy and practice in relation to legislation relevant to school attendance, children missing in education, home education, child employment and children in entertainment• To coordinate all cases being prepared for court action in relation to school non-attendance• To keep abreast of changes in legislation and relevant DfE guidance and contribute to developing, monitoring and reviewing the team's policy and planning, including definitions of long-term objectives and common minimum standards• To maintain comprehensive and secure records of all students accepted as team cases, being mindful of GDPR issues• To identify, at an early stage, the patterns of persistence absence and intervene so that these do not become established• To ensure that the work with persistent absence students is proactive and in line with other strategies of raising achievement and attainment• To lead on the development of the attendance home/school liaison strategy to ensure that home visits are well planned, organised and effective in terms of raising attendance and reducing persistent absence	



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- Keep parents/carers well informed so that they feel supported and clear about the expectations, regarding attendance and persistent absence.
- Routinely review the impact of interventions, primarily home visits on attendance and persistent absence

Key Tasks

- Produce attendance reports for the Vice Principals, Heads of Year, Senior Leadership Team and Form tutors, including the relevant weekly whole school reports and the tracking of students of concern
- Run weekly reports showing unexplained absences and missing registration data and distribute them to the team for action. Ensure that these marks are cleared/corrected in a timely manner
- Analyse school attendance data to identify trends, key areas of concern and areas of improvement. Identify students with patterns of poor attendance and highlight to the Pastoral Team
- Track the attendance of vulnerable groups of students and share information with the Pastoral Team
- Meet individually with members of the Pastoral Team as necessary to discuss individual students, identified through the above reports and to agree actions. Support the Pastoral Team to develop targeted procedures to support students with lower attendance to attend school
- Attend weekly pastoral meetings/briefings and provide relevant attendance process updates to staff as necessary. Produce relevant information and user guides for staff and notice boards as necessary to support this
- Draft termly attendance reports to submit to the Senior Leadership Team and Governing Body that detail and analyse attendance rates and key statistics
- Extract the data to provide year-on-year comparisons and analyse trends to assist the Senior Leadership Team
- Produce detailed action plans based on the outcomes of these reports and regularly review and update these
- Establish and chair a termly Attendance Committee for key school staff involved in attendance
- Review the school calendar each term in advance to ensure that adequate arrangements are in place to track the registration of off-timetable activities, including examinations, liaising as necessary with the relevant subject leads and administrators
- Provide live student attendance data via the MIS in the event of an emergency evacuation to resolves queries



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Other Responsibilities

- Maintain an excellent working knowledge of legislation and the statutory framework relating to school attendance, safeguarding and data protection and ensure that the school is operating in line with its statutory responsibilities towards students.
- Attend (at least annually), relevant national and regional conferences and seminars about attendance, disseminating key messages to the Senior Leadership Team. Participate in a network with other School attendance officers to share best practice, and attend relevant external training courses on attendance.
- Advise the Senior Leadership Team on strategies to promote the regular attendance of all students in the school
- Support in the development of school reward and sanction systems in relation to attendance
- Work with the Senior Leadership Team to identify appropriate interventions to improve attendance for particular groups or individual students, and support the referral to local agencies as appropriate
- Identify training requirements for staff with responsibility for attendance and liaise as appropriate with the Data Manager and others to conduct training in attendance and registration processes
- Promote a positive attendance and punctuality culture. Work on initiatives to raise the awareness of the whole school community on the importance of good attendance

Safeguarding

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders.
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To consider at all times what is in the best interests of the child
- To protect children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all children to have the best outcomes

Other Specific Duties

- To continue personal development as agreed.
- To engage actively in the performance review process.
- To undertake any other duty as specified by the School Teachers' Pay and Conditions Document not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



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- Employees are expected to adhere to Holyhead's agreed Code of Conduct.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition
- This job description is current at the date shown but in consultation with the post holder may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.
- The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.