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| **Job Title** | **Attendance Manager – Pay Scale 22**  **37 Hours per week; Term time plus 5 Days = £22,441 per annum** |
| **Main Responsibilities** | |
| Reporting to the respective Assistant Vice Principals for Junior and Senior Academy, the Attendance Manager will lead a small team to maximise the attendance and punctuality of all students. They are responsible for the accuracy of attendance records for the census and for providing the local authority and external agencies with student attendance information  The post holder will act quickly to address concerns of non-attendance and lateness, including application of sanctions in school, meetings, phone calls home and home visits. As a result of their actions attendance will be high – and significantly better than national – particularly for vulnerable pupil groups.   * Raising the profile of attendance * Leadership of the Education Welfare Officer, the Assistant Attendance Officer, Lates Coordinator and coordination of the attendance responsibilities of Heads of Year to establish, maintain and monitor procedures to ensure that students not in the Academy are safe and accounted for, and to maximise student attendance and punctuality * Monitoring and analysis of student attendance data, providing daily and weekly updates to school leaders and provide regular management information to governors, SLT and other stakeholders at specified intervals * Identification of trends in order to prepare strategy, plan for low weeks/days and target intervention appropriately * Accurate management of student absence, through Management Information Systems and Local Authority processes * Close monitoring of student attendance in Alternative Provision and on managed moves * Management of the staged response process including communication with all stakeholders * Management of the student absence request system * Strategies to improve student punctuality and attendance, including: * Same day home visits for all students missing from the Academy in Year 11 * Regular home visits for all students missing from the Academy * Follow up calls when students have not returned by due date * Close liaison with Assistant Attendance Officer and tutors to ensure quick collection of absence notes * Development of supportive relationships with families/students who have attendance issues * Contact made with the parents of students who are registered but missing from the Academy * Recording and reporting of all outcomes of meetings with parents * Community walk at key times in the day * Leading key sections of the attendance panel * Development of current rewards system for students with excellent attendance and punctuality, building sponsorship opportunities with local businesses to support funding of the above * Ensuring that academic provision is made for those who are long term absent from the Academy * Any other reasonable duties as required and reasonably requested. | |
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