

JOB DESCRIPTION

Post:	Attendance Manager
Salary:	£24,201 within the range £24,201 to £27,609 (dependent on experience), (NJC points 14 - 22)
Contracted Hours:	Full time, 36 hours per week, 38 working weeks Monday – Friday 8.00am – 4.15pm (4.00pm Friday)
Report To:	Assistant Headteacher (Attendance, Safeguarding and Welfare)

Job Purpose

To support the Assistant Headteacher (Attendance, Safeguarding & Welfare) and the Year Teams with the strategic delivery of the school's Attendance Strategy through ensuring that all students are accounted for on a daily basis and registers are accurately coded, providing timely and effective data, leading on the attendance strategy for improvement within the school and building positive and impactful relationships with students and families that promote good attendance.

Key Tasks

Administrative

- Make a strategic contribution to the attendance strategy and work with key staff across the school to improve standards.
- To undertake administrative tasks associated with daily attendance and ensure that students are accounted for each day.
- To manage and oversee all telephone contacts with parents: first day absence, follow up absence calls and unauthorised absence.
- To respond to attendance telephone messages within the same working day.
- To manage 'lates', collating daily lists for Form Tutors and Year Leaders, administering the 'lates' detention and informing relevant members of staff when further follow up is needed.
- To manage the accurate coding of registers to reflect students arriving / leaving school during the day.
- To oversee and track any part-time timetables for any student with a reduction to their school day.
- To ensure that unauthorised absences are followed up and re-coded within five days with support from Year Leader and Form Tutors.
- To manage, oversee and monitor Truancy Call for Years 7 to 11.
- To administer student holiday requests.
- To oversee and manage the Educational Penalty Notices issued to students with high absence levels.
- To produce, distribute, collect and collate registers for fire drills.
- To manage and update the attendance notice boards weekly.
- To produce termly attendance stickers for Years 7 to 11.

Data Management

- To ensure the accuracy of attendance data and update codes daily and as appropriate.
- To produce attendance data and reports as requested by the Assistant Headteacher (Attendance, Safeguarding & Welfare), the Student Services Team and the Senior Leadership Team.
- To prepare the relevant data and paperwork to support the weekly meetings with Year Leaders.
- To distribute daily and weekly attendance figures to Year Leaders and the Assistant Headteacher (Attendance, Safeguarding & Welfare).

Weatherhead

High School

- To track the attendance of persistently absent students and produce associated reports, taking a strategic lead on the strategy to reduce persist absenteeism.
- To manage the Attend software on a day-to-day basis.
- To support with the identification of absence trends and patterns.
- To support with the implementation of the Year 11 Raising Achievement Plan (RAP) by providing timely and relevant attendance data to the RAP team.

Student & Parental Engagement

- To support students and families by establishing effective relationships and partnerships which help improve school attendance.
- To build positive relationships with students and families through telephone calls, home visits and meetings held in school.
- To oversee and manage the Staged Intervention process and work with families, students and staff to ensure that all students are attending school regularly.
- To oversee and lead on Attendance Panel meetings in line with the Staged Intervention procedure.
- To identify and understand barriers to good attendance for individual students and support with removing barriers.
- To support long term absentees with returning to school.
- To liaise with relevant professionals and external organisations in order to support families and promote good attendance.

Team Working

- To work directly with the Assistant Headteacher (Attendance, Safeguarding & Welfare) in relation to the management of attendance, liaising with colleagues to ensure that excellent attendance is maintained.
- To make a strategic contribution, working with key staff, to help ensure all Year Groups achieve their attendance target.
- To work with a wider team of support staff to effectively reduce absence.
- To meet with Year Leaders weekly to monitor attendance and punctuality, discuss / implement staged intervention.
- To liaise with the Local Authority and any other service, as appropriate.
- To attend meetings for attendance off-site, if required.

Other Duties / Tasks

- To support the smooth running of the Student Services Office, including the effective maintenance of communication channels for staff, students and parents.
- To liaise with SLT to raise concerns and issues with regard to systems and procedures.
- To be proactive in understanding and acting on all school policies in relation to safeguarding of children and young people and adults who work with them.
- To report safeguarding concerns in line with school policy and procedures.
- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- To contribute to the overall ethos / work / aims of the school.
- To undertake any other duties appropriate to the grading of the post as required by the Headteacher or Assistant Headteacher (Attendance, Safeguarding & Welfare).

*This post is subject to the satisfactory completion of a six-month probationary period.
(Job Description is subject to review)*