

Manchester Communication Academy

Attendance Manager

Applicant Pack



with you, for you, about you.

Dear Candidate,

Thank you very much for your interest in joining MCA as Attendance Manager. Manchester Communication Academy was first established in 2010 and has gone from strength to strength each academic year. The Academy has approximately 1200 students on roll in Years 7-11 and we boast a wonderfully rich and diverse school community. MCA is at the heart of the community and is committed to improving educational outcomes for all of our students. MCA is proud to be a community hub and our outward facing work is outstanding. MCA is at a very exciting stage of development as we invest in our safeguarding team to continue to move the school towards excellence.

At MCA, we believe in the transformative power of knowledge in ensuring equitable opportunities for success. Our aspirational, bespoke curriculum ensures that all of our students gain the necessary experiences to compete academically, practically, socially and morally in the wider world. In order to achieve this, we invest deliberately in professional development. Drawing upon our EEF Research School, we are able to provide all staff with the most up-to-date and high quality evidence to develop their expertise.

At MCA, we proactively promote staff wellbeing through our management of workload and additional benefits for staff, such as flexi days and the Employee Assist programme. As a result, our staff are highly skilled and knowledgeable professionals who embrace new opportunities to learn more and keep getting better – a culture that permeates the academy amongst staff and students.

Our developments now focus on evolving the student experience and their sense of identity and belonging at MCA. We know that there are significant safeguarding challenges facing the community and our young people and we want to do everything we can to ensure that our students are safe, healthy, happy and supported with their wellbeing so that they can go on to thrive.

We are looking for staff who are aligned with our values and will accelerate the school's journey to excellence. The right candidate will be able to engage our young people and work effectively with our parents. You will work with authenticity, clarity and empathy and place the students at the core of all decisions. I am keen to speak to both teachers and those outside of the teaching profession who may have the right skill set to drive this body of work forwards.

If you are aligned to our mission and values, and could flourish with this opportunity, we very much look forward to hearing from you. We fully recommend that you take the opportunity to make an informal visit prior to making your application to see the school for yourself.

Kind Regards



Susan Watmough
Headteacher

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	Attendance Manager
GRADE/SALARY	A20 – A25 (£37,017 - £41,302 fte)
WORKING PATTERN	Term time + 2 weeks / Negotiable
DEPARTMENT	Attendance
LOCATION	Manchester Communication Academy
REPORTING TO:	Vice Principal
RESPONSIBLE FOR:	Whole school attendance

Main purpose

The post holder will manage the attendance team and lead, manage, monitor and report on whole-school attendance data, analysing data to identify key areas of concern. They will work closely with students, staff, parents and carers to reduce levels of absence. They will ensure effective collaboration with the school's pastoral, family partnership, SEND and safeguarding teams regarding attendance to ensure positive aspirational outcomes for all students. To work effectively with children, staff and parents and liaise with external agencies, as and when required.

Duties and responsibilities

Attendance in School:

- Be the main contact for any attendance issues in school.
- Take the operational lead on improving school attendance.
- Lead and line manage the attendance team to ensure students attend regularly.
- Ensure the attendance team are the first point of contact for students and their parents/carers for morning calls.
- Manage, lead, and advise the school on attendance strategies and initiatives, promoting a culture of high attendance and punctuality in all students.
- Raise the awareness of the importance of school attendance for all stakeholders.
- Provide a specialist service to assist the school in meeting their statutory obligations and targets in relation to school attendance, especially persistent absence.
- Ensure the attendance of identified vulnerable students is checked at the earliest opportunity and that there is an appropriate response to non-attendance.
- Implement Action Plans for persistent absentees with a particular focus on disadvantaged students.
- Attend multi agency meetings to discuss attendance and improvements required with targeted parents.
- Demonstrate a commitment to continuous development, identify opportunities for professional development and undertake training opportunities where appropriate.
- Ensure relevant Safeguarding Policies and measures for all staff and students are in place and reviewed.
- Contribute to the writing and updating of the attendance strategy, policies and procedures that relate to attendance.
- Lead on rewards and celebrations of attendance.

Attendance & Stakeholders:

- Work with students and families to promote high attendance and reduce absence/unauthorised absences.
- Work with key staff, including, pastoral staff, SLT and professionals to improve attendance and punctuality, reducing absence and unauthorised absence.
- Ensure necessary measures are in place and that parents/carers are informed of lateness/absence.
- Identify persistent absentees and work with the Safeguarding Team, family partnership team and other relevant staff, to ensure concerns are dealt with promptly and students and/or families can get the support they require.
- Make regular contact with families in response to attendance referrals through contact home, coordination of home visits and/or meetings in school and keep accurate, clear and concise records of all interventions.
- Model home visits to build relationships with families and check on the welfare of students.
- Work with other professionals to ensure the Children Missing Education procedure is followed by the school.
- Liaise with other schools on students who historically have had poor attendance.
- Provide Year teams with weekly data to ensure they can support and inform students about their attendance and punctuality.
- Ensure student files are up to date with medical notes, attendance contracts, action plans and copies of letters etc.
- Coordinate Early Help Assessments and Team Around the Family meetings with the relevant teams in the academy.
- Work with appropriate colleagues to ensure records are kept when a parent elects to Electively Home Educate their child.
- Attend and participate in regular meetings, and in training and other activities as required.
- Attend weekly meeting with your line manager and meetings with senior colleagues and governors as required.
- To liaise with the Local Authority to ensure the correct procedures are followed for reporting student attendance and issuing parents contracts and penalty notices.
- Support all events that include the attendance of parents/carers.

Attendance Data:

- Responsibility for the accurate recording and monitoring of student attendance or absence.
- Collate, monitor, evaluate and update attendance data, producing regular reports to analyse attendance and punctuality on an agreed basis; providing analysis of attendance trends and patterns.
- Monitor the timely and accurate completion of all registers onto the schools MIS, taking actions as necessary.
- Maintain registers to standards required by Manchester Local Authority and the DfE.
- Analyse attendance and punctuality data and trends to proactively plan strategies to improve attendance.
- Ensure the student tracker is up to date with interventions in place to support each student's attendance.
- Create reports weekly and half termly on attendance and the impact of interventions.

General Responsibilities:

- Participate in Performance Review.
- Promote and implement equality and diversity.
- To comply with legislation and adhere to Manchester Communication Academy's policies and procedures.
- To contribute to Manchester Communication Academy's ethos, values, aims and development/improvement plan.
- To attend meetings within the Trust, at its academies and external events as required.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Respect confidentiality. Confidential Information should be kept in confidence and not released to unauthorised persons.
- Ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
- To carry out their duties with due regard to current and future school/Trust policies, procedures and relevant legislation. These will be drawn to the postholder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Attendance Manager will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification:

Applicants should be able to provide evidence of their ability to meet the following criteria.

Qualifications		Essential	Desirable
1.	Grade C or above GCSE Maths and English (or equivalent)	*	
2.	Further and or Higher Education	*	
3.	Attendance specific or other qualifications relevant to the post or a willingness to undertake further training.		*
4.	Relevant ICT qualification (Microsoft, SIMS)	*	
Experience and Knowledge		Essential	Desirable
5.	Experience of working with children and young people.	*	
6.	Strong IT skills including the ability to use technology and computer systems.	*	
7.	Evidence of working in an attendance role in a school.		*
8.	Experience of reception/front of house duties	*	

9.	Experience of implementing strategies to improve standards of pupil attendance and punctuality.		*
10.	Experience working in a team and of multi agency working.		*
11.	Experience of using Management Information Systems, analysing and reporting on data.		*
Competencies - Personal Qualities, Skills and Attitudes			
12.	A commitment to school improvement and the ability to contribute to the academy strategic vision.	*	
13.	Ability to work as part of a team, leading and motivating others.	*	
14.	Proven interpersonal, verbal and written communication skills with the ability to effectively communicate with a wide range of people, particularly with parents / carers, stakeholders and external agencies	*	
15.	Be efficient, highly organised, resilient and able to work in a high pressured environment.	*	
16.	To be committed to self-development and the improvement of others within the faculty.	*	
17.	The ability to establish good working relationships with staff, students', parents and the wider community.	*	
17.	The flexibility to self-manage, adapt to changing workload demands and new challenges.	*	
18.	Ability to identify potential barriers to attendance and jointly engage in strategies to overcome these barriers	*	
19.	The will to model the values of the academy at all times.	*	
20.	A commitment to community cohesion and social inclusion.	*	

Notes:

This job description may be amended at any time in consultation with the postholder. This job description details the responsibilities of the post, but does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of the academy and the GMAT.

All appointments are subject to Safer Recruitment practices. All appointments are subject to satisfactory references and enhanced DBS checks.