

Job Description Attendance Manager

Post: Attendance Manager

Accountable to: AP Curriculum & Achievement

Salary: Grade 6 Scale 18 – 20 £34,270 - £35,425

Working Pattern: 37 Hours Per Week, Full time

Location: City of London Academy Shoreditch Park

Disclosure level: Enhanced

Responsible for: Attendance Officer

Main Purpose: Attendance Manager will be expected to:

- Be responsible for the monitoring of student attendance and punctuality.
- Be responsible for the operation and delivery of the school's systems and strategies to raise student attendance and to reduce persistent absenteeism/persistent lateness.
- Develop and monitor the information system for the registration process and persistent absenteeism.
- Lead on a response system for failing or poor attendance and punctuality including first day contact procedures for absent students.
- Challenge and act upon unauthorised absence, persistent absence and school refusal, including phonecalls, letters, parent meetings, home visits and penalty fines.
- Work with appropriate staff to develop individual action plans to improve attendance with individual students where their attendance gives cause for concern.
- Prepare and compile attendance analysis reports.
- Be responsible for the timely submission of relevant data to the Middle/Senior Leadership Teams and CoLAT.
- Be responsible for management of attendance in SIMS and relevant databases.
- Support compliance with General Data Protection Regulations.
- Be responsible for the operation of efficient attendance systems in the academy.
- Liaise closely with the safeguarding team where issues around attendance and safeguarding overlap.
- Complete relevant safeguarding training to the role to ensure vulnerable students are being supported with their attendance.
- Assist with the delivery and administration of the academy's key student services.
- Assist the academy team in securing the strategic vision of the academy in line with the broad educational vision of the City of London Academies Trust, establishing the academy as a leading provider of high quality education for its students.
- Support the academy in creating a professional culture of high expectations in which students feel safe, valued and motivated to succeed.
- Undertake additional responsibilities to support the smooth running of the academy where required.

Key Accountabilities

Be accountable to the CoLAT through the Principal, Governing Body and CEO/Executive Principal for:

- The effective promotion and implementation of the agreed vision and key principles within the academy, including the principles of simplicity, efficiency and effectiveness.

- Support in the delivery of Academy policy in key areas.

Contribute (with the academy team) to:

- Developing the aspirations and self-belief of all students and by doing so securing high quality learning, outcomes and progress for all students.
- Establishing and maintaining the academy as a centre of excellence in the community.
- Developing a rich partnership with families and community to maintain a learning community that strives for personal growth.
- Effective planning for improvement for the academy.
- Ensuring efficient and effective use of resources.
- Developing strong productive relationships with a wide range of stakeholders.

Principal Accountabilities

- Manage the administration and maintenance of attendance systems in the academy.
- Ensure that whole-school attendance consistently meets the academy target of 97%.
- Support the efficient and effective provision of attendance functions.
- Maintain student attendance records.
- Maintain electronic records and databases of student attendance.
- Support and assist in the completion of all statutory/data returns require by the academy or any external organisation.
- Support the work of school office staff to ensure the office is professional, organised and operates efficiently.

Attendance

- Manage daily attendance, ensuring am and pm registers are completed within the required timescale.
- Input and record student absence, correcting codes where necessary.
- Implement first day texting and calling protocol.
- Conduct home visits, organise parent meetings and issue letters and penalty fines as appropriate.
- Print and maintain class registers, teacher and student timetables.
- Assist with the completion of all statutory reporting requirements; i.e. School Census
- Ensure data from external sources is effectively uploaded and validated.
- Respond to all enquiries relating to attendance.
- Follow up and check any post-registration truancy.

Leadership of self and others by:

- Providing an approachable and supportive presence for staff, students, parents and the local community.
- Setting high standards and expectations for personal, student, and staff behaviours and actions in support of the achievement of the academy's intended outcomes.
- Helping to develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the academy.
- Playing a part in creating a positive, inclusive climate that carries the academy's vision forward.
- Regularly reviewing own practice, setting personal targets and taking responsibility for own development.
- Ensuring a proactive approach to sharing and solving potential or existing difficulties.
- Being committed to a collaborative vision of excellence and equality that sets high standards for every student and member of staff.

Key Organisational Objectives

The postholder will contribute to the academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- Sharing the Academy's commitment to safeguarding and promoting the welfare of children and young people.

- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Ensuring customer care and quality assurance initiatives.
- Fulfilling the role of Student Personal Adviser and/or mentor if required.
- Contributing to the maintenance of a caring and stimulating environment for young people.

Safeguarding Children

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Person Specification

Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent		✓
Evidence of continuing professional development	✓	
Experience, Skills and Knowledge		
Fully conversant with all aspects of Microsoft Office, email and internet	✓	
Ability to provide high-quality administrative support	✓	
Experience of dealing with the general public	✓	
Experience of using SIMS or equivalent database	✓	
Leadership and management skills		✓
Experience of setting up, using, maintaining and developing administrative and whole-school systems		✓
Excellent written and oral communication at all levels		
Attention to detail in communication and planning	✓	
Ability to problem-solve	✓	
Ability to develop good relations with staff and pupils and the wider school community	✓	
Excellent understanding of database systems to produce reports and statistics	✓	
Ability to organise and prioritise workload and work on own initiative		
Ability to communicate with and support parents, maintaining a calm professional and friendly attitude even in difficult situations or conversations		
Personal Qualities		
Ability to work under pressure while maintaining a positive, professional attitude	✓	
Ability to ensure that deadlines are met	✓	
Ability to work as part of a team	✓	
Ability to work independently	✓	
Well-presented	✓	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Willingness to undergo appropriate checks, including enhanced DBS Checks	✓	
Motivation to work with children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	

Vision and values aligned with the academy's high aspirations and high expectations for children, staff and families	✓	
Commitment to working with others to secure the best outcomes for children	✓	
Skilful management and understanding of how to secure strong relationships with other academy staff, families, trustees and other external relationships		✓