



Attendance Manager



“A great school at the heart of the Leyland community”



Dear Applicant,

Thank you for showing an interest in the role of Attendance Manager at Wellfield Academy, a school in Endeavour Learning Trust.

You will be joining a well-established and enthusiastic team at Wellfield Academy, where you will not only have the support of your immediate team members, but the expertise of the Endeavour Learning Trust central team.

Endeavour Learning Trust is an expanding Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. Our Trust is a mix of good schools and schools which have been in challenging circumstances. Where there has been work to be done, the impact has been rapid and significant. We are keen to welcome other schools into our Trust and we have strengthened our central team to ensure we have the capacity to continue to support where we are needed most. Our Trust has been further strengthened by the addition of our primary schools and a school with a Sixth Form College, which enables us to embrace the all through nature of education.

Wellfield Academy is an ambitious, growing and thriving school. At our school, students experience inspirational and challenging teaching, excellent pastoral care and a genuine belief that every child can succeed. The successful candidate will join us at an incredibly exciting time for the school. We are one of just a small number of schools nationally to be chosen for the Department for Education's Schools Rebuilding Project, which will see us move into a brand-new state of the art school in the coming years. In addition, our fantastic reputation in the local community has secured a significant growth in the number of students attending Wellfield. The number of families choosing Wellfield as their first-choice secondary school has more than trebled in the past three years and we are excited to welcome more staff into the Wellfield family as a result.

As a school situated in the heart of Leyland, one of our many strengths is our community spirit and family feel. Each student is known as an individual and supported by key staff, as well as being challenged to be the best they can be. At Wellfield, we believe that every child should be treated as we would want our own children to be. As a result, our students feel safe and valued in an environment where we find the right balance between support and challenge. Our mantra is 'Nothing but the Best' and this permeates everything that we do for every student and every member of staff. Our family ethos is tangible: we work as a team, and we want the best for everyone.

We are dedicated to developing students who are aspirational, inclusive of one another and rooted in their community. We are extremely passionate about ensuring the successful development of each individual child within an ambitious learning environment. Our students behave well, and they thrive in our warm and inclusive environment. We are proud of our significant improvement over recent years, and we will continue to provide the very best for each and every one of our students. However, we are also staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students. Our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and right across the Trust.

We hope the information in this pack give you a flavour of who we are and what we do. We love to talk to potential candidates about the exciting journey we are on so please feel free to contact us. If you have any further questions about the role, please get in touch with our central HR team.

We hope the enclosed information about the role will encourage you to apply.

Yours faithfully,

Mr J Lewis
Headteacher

Attendance Manager

Permanent, Full time

Salary: £25,979 - £29,777 per annum

Pro Rata: £23,122.67 - £26,503.09 per annum

Hours: 37 hours per week

Are you looking for a role where each day is different, filled with experiences that are both challenging, enjoyable and fulfilling? A role where you go home with a sense of reward and achievement? An opportunity has arisen at Wellfield Academy to join our school as an Attendance Manager, supported by an Attendance Officer, to help improve the attendance across our school.

We are looking for a dedicated, proactive individual with a passion for working with children, who has a commitment to ensure that all children make the best possible progress in their academic, social and independent skills.

Why you?

- You are creative, flexible and kind in your approach to supporting children to achieve their best
- You demonstrate good communication skills and show commitment to working in a caring, supportive team
- You have a clear understanding of the importance of safeguarding

Why us?

- Join a positive, supportive and encouraging team
- A fantastic Local Government Pension Scheme
- Free on-site parking
- A modern, well-resourced school environment with brand new school build planned for 2024
- 24/7 access to employee wellbeing services
- Encouragement of further and continued professional development
- Term time only employment which supports long holidays

We welcome staff who share our commitment to help children experience better days and better lives. Through ongoing development and training, we ensure our staff are well prepared for their jobs and given every opportunity to extend their skills.

To apply for this vacancy please complete an online application form via the TES portal.

This role is full time (37 hrs), permanent, term time only

Applications should be submitted by 9am on Tuesday 5th December 2023

Interviews are to be held on Thursday 7th December 2023

If you require any further information about this role please contact our Central HR Team at vacancies@endeavourlearning.org or on 01772 817904

Candidates should ensure that they and their referees are easily contactable, with the correct phone number and email address and able to reply promptly if references are requested.

Endeavour Learning Trust reserves the right to close the recruitment process earlier than advertised should it received a high volume of applications for this vacancy. Therefore, it is advisable to apply as early as possible if you would like to be considered for this role with Endeavour Learning Trust.

Due to the high volume of applications received by Endeavour Learning Trust we are unable to provide individual feedback on applications.

Please note that in line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates.

This post is subject to an enhanced DBS check

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Job Description –Attendance Manager

JOB DESCRIPTION	
JOB TITLE	Attendance Manager
GRADE	Grade 6 SCP 11-19
FTE SALARY	£25,979 - £29,777 per annum
PRO-RATA	£23,122.67 - £26,503.09 per annum
LOCATION	Wellfield Academy, Yewlands Drive, PR252TP
HOURS PER WEEK	37 hours per week Monday to Thursday 8:15am – 4:15pm & Fridays 8:15am – 3:45pm
WEEKS PER YEAR	Term time only plus 2 weeks – Inclusive of 5 inset days
CONTRACT TYPE	Permanent, Full time
RESPONSIBLE TO	Assistant Headteacher-Behaviour and Culture

ENDEAVOUR LEARNING TRUST IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT

JOB PURPOSE

- To lead, manage and oversee all aspects relating to our school attendance
- To promote positive attitudes towards excellent school attendance by directly supporting students and parents to overcome any barriers to successful school attendance
- To ensure that Wellfield Academy adheres to the Education Authority obligations under all relevant legislation
- To monitor attendance, be pro-active by implementing early intervention strategies to reduce the school Persistent Absence rate and increase whole school attendance percentage
- Follow up lack of response to first day contact and other contacts by home visiting or meeting parent/carers in school
- Develop links with students who are transferring into the school to promote the school ethos of regular attendance
- Co-ordinate the preparation reports on attendance for the senior leadership team and governing body; ensure maintenance of accurate and factual records which could be used in evidence in legal interventions
- To lead an Attendance Officer to ensure all roles and responsibilities, including legal and safeguarding duties, are fulfilled and liaise with the school's DSL/Safeguarding team as appropriate

MAIN ACTIVITIES

- To oversee and contribute to the first day absence system by ensuring communications with parents are implemented and recorded in a timely and effective manner
- To help develop systems and strategies to improve attendance rates
- Collate information and maintain records of student attendance
- Monitor attendance by analysing data, trends and highlighting patterns or issues (including lesson by lesson)
- Identify the needs and assess those students requiring extra support, develop and implement action plans to support intervention.
- To further raise aspirations within our school community whilst being aware of the vulnerable cohorts with a particular focus on Pupil Premium students
- To be responsible for ensuring that all registers are completed and saved in accordance with relevant guidance
- To monitor and follow up with outcomes for all unexplained absences
- To run weekly reports by year group and cohort, highlighting areas for concern

- To attend weekly meetings to proactively address poor attendees, set targets and agree strategies/actions for improvement
- Work closely with students and parents to identify and resolve attendance barriers prior to the student becoming a Persistent Absentee
- To hold meetings with parents, students and outside agencies to address poor attendance, set targets and agree strategies
- To be responsible for organising a daily check of students at risk of truanting/persistent absenteeism
- Ensure all attendance procedures including registers are followed in line with the DfE guidelines, to provide accurate attendance figures
- Provide a point of contact for students/staff/parents to discuss issues/procedures and legal regulations relating to attendance in school
- Provide weekly and monthly attendance data for assemblies and display boards
- Take responsibility for students who move to another or an alternative education setting,
- Working with Children Missing in Education team, Elective Home Education team and Lancashire County Council as appropriate, completing all relevant paperwork as appropriate
- Attendance casework – Keeping accurate records following meeting and various methods of communication
- Co- ordinate the preparation of reports on attendance for Senior Leadership Team: ensure maintenance of accurate and factual records which could be used in legal interventions
- To be willing to work in a flexible way to carry out home visits to families /students and other visits including off site meetings
- Follow up and activate court proceedings for unauthorised leave of absence for students taking Holidays within term time
- Prepare paperwork evidence and information for legal intervention as per LA policy and guidelines
- Preparation and submissions of statements and evidence for court proceedings as and when required
- Monitor attendance of students following prosecution for non-attendance in line with LA guidance

Individuals in this role may also:

- Participate in home visits to support students and discuss issues and progress;
- Take part in the provision of out of school activities - Support the transition of students between phases.
- Supervise a team of student support staff
- Provide support and guidance to other support staff
- Support the transition of students between phases
- Supervise students excluded from class or those following alternative timetables
- Contribute to the development of activities to encourage family involvement in the school.
- Oversee support packages for students to reintegrate them into school following periods of exclusion / absence
- Provide advice and support to parents / carers of excluded students
- Undertake any other duties reasonably requested by the Headteacher

Note: In addition, other duties at no higher level of responsibility may be interchanged with / added to this list as required

Agreed by: Headteacher

Person Specification –Attendance Manager

Personal Attributes required (on the basis of the job description)	Essential (E)Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or REF
QUALIFICATIONS AND TRAINING		
The successful candidate will have:		
NVQ Level 2 or 5 GCSE's (or equivalent) A*-C including English and Mathematics / Grade 9 to 5	E	AF
Full, clean driving license	E	AF
First Aid Qualification (qualification not essential at point of application as training will be given if required)	E	AF
EXPERIENCE		
The successful candidate will have:		
Experience of working with children of secondary school age	E	AF
Experience of working within an administrative or pastoral role within a school setting	E	AF
Experience of using SIMs or similar data management system	E	AF
Experience of using Microsoft Excel to create reports	E	AF
Experience of working with external agencies relating to the welfare of children	E	AF
The ability to lead a small group or team	E	AF/I/R
SKILLS AND ATTRIBUTES		
The successful candidate will be able to:		
Ability to form effective and appropriate working relationships/boundaries with young people, parents and the wider school community	E	AF/I/REF
Knowledge and awareness of relevant legislation relating to school attendance	E	AF/I/REF
Knowledge of the guidance set out in The Education (Student Registration) (England) Regulations 2006	E	AF/I/REF
Ability to communicate effectively both written and verbal	E	AF/I/REF
Ability to deal with difficult situations and remain professional during challenging situations		AF/I/REF
Ability to prioritise conflicting demands and manage own workload effectively	E	AF/I/REF
Efficient, meticulous and well organised	E	I/REF
Knowledge of concept of confidentiality, standard office practices and procedures	E	AF/I
First Aid Certificate, or willingness to train for one	E	AF/I
Maintain effective working relationships with school, staff and students and those encountered in the course of work	E	AF/I
To visit parental/carers homes, schools, colleges or other settings as required.	E	AF/I/REF

Ability to make effective use of ICT	E	AF/I/REF
Flexible attitude to work	E	AF/I/REF
OTHER		
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Commitment to attendance and punctuality at work	E	I
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Compliance and adherence to the document 'Guidance for Conduct'	E	I
Clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I