**Job Description**

**POST: Attendance Manager**

**REPORT TO: Deputy Headteacher**

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| **Main Purpose of Job:**  |
| To be an integral part of the management of attendance systems within the academy by working closely with key SLT members responsible for attendance and safeguarding so that Pyrland School’s attendance figures improve by forensically focussing on key sub-groups and persistent absentees. To be responsible for ensuring administrative aspects of attendance are fulfilled by working alongside and line managing the attendance officer.To monitor and identify students and sub-groups with attendance concerns and make decisions regarding actions to be taken in liaison with SLT, Heads of Year and Somerset LEA To be responsible for ensuring student case files are kept up to date and accurate To monitor student attendance following up absence rigorously according to the policy   |
| **Main Responsibilities and Duties:**  |
| **Administration** * Line management of the Attendance Officer.
* Meet with identified students to discuss barriers for attendance concerns.
* Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures.
* Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with the local authority/external agencies and partners.
* Manage and review attendance returns for the school census.
* Manage the process of issuing fixed penalty notices to parents/carers
* Maintain accurate records of communications with parents/carers and relevant interventions.
* Maximise the use of the school’s MIS and other relevant systems.
* Oversee term-time absence requests and respond accordingly.
* Refer student attendance cases for prosecution where appropriate.
* Organise and lead routine timetabled attendance meetings with staff, suggesting strategies and actions
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| * Organise and attend Year Leader/Parent and SLT/Parent attendance meetings and record evidence of meetings
* Lead and manage competitions and rewards developing a positive ethos towards attendance.
* Triage first day attendance concerns.
* Development of a home-school attendance education communication
* Any other duties as required commensurate with the role.

 **Monitoring and Reporting** * Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence, and any other patterns of concerns.
* Track attendance of vulnerable groups of students and share information with school leaders.
* Work with school leaders to identify appropriate interventions to improve attendance for particular groups or identified students.
* Lead daily or weekly check-ins to review progress and the impact of support interventions.
* Work with school leaders to develop and revise the school’s attendance policy.
* Monitor the effectiveness of attendance interventions.
* Monitor and assess particular student groups in regard to identifying and removing barriers to education.

**Working with Parents/Carers** * Co-ordinate meetings with students and parents/carers to implement interventions and track progress.
* Build positive relationships with parents/carers to encourage family involvement in their child’s attendance.
* Identify, and where possible, mitigate potential barriers to attendance in partnership with families.
* Carry out home visits, where necessary, to address attendance concerns for individual students.
* Make first day phone calls to check for reasons behind student absence.
* Produce resources and information to promote the importance of attendance at parental events.

**Professional Development** * Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role.
* Take part in the school’s appraisal process.
* Keep up to date with developments, understand and comply with the latest information on safeguarding, statutory requirements, related policies, data protection, confidentiality and other relevant school practices.
* Seek out and share good practice through external visits, meetings and attendance at CPD events.
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| **Safeguarding** * Work in line with statutory safeguarding requirements (eg Keeping Children Safe in Education, Prevent) and the school’s safeguarding policies and procedures.
* Be alert to when persistent absence becomes a safeguarding concern and early help may be required.
* Work with the Designated Safeguarding Lead (DSL) to promote the best interests of students, including sharing concerns where necessary.
* Promote the safeguarding of all students in the school.
* Contribute to supervision duties to ensure the maintenance of a safe and secure school environment.
* Ensure that safe working practices are in place, and a safe working environment is maintained.
* Any other duties commensurate with the post.

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| **Facts and Figures:**  |
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| **Problem Solving and Creativity:**  |
| The post holder will need to be able to work flexibly and proactively, within a highly pressurised student facing office environment. However, much of the school day work is re-active, dealing with a huge variety of student issues as they occur. Required to be highly organised, pro-active wherever possible, and able to use initiative in determining the best way to support students within an overall framework of established school policies, guidelines and rules.   |
| **Decision Making:**  |
| Under overall direction from the designated member of SLT prioritise own timetable and workload, adhering to school policies at all times.  More complex decisions, where time allows, would be referred to the designated member of SLT. Most routine decisions will be taken by the post holder immediately to deal with the situation presented.   |
| **Physical Effort and Working Conditions:**  |
| Normal school and office working environment, with frequent and prolonged use of ICT. The office incorporates a student reception hatch, and the post-holder will spend part of their time in this area responding to questions and dealing with students. Home visits as necessary to follow up on attendance concerns.  |
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| **Contacts and Relationships:**  |
| The post-holder is expected to develop positive relationships and effective working practices with young people and their families. There is frequent contact with senior leaders, Year Leaders and Student Services staff, as well as teachers/tutors to receive and provide information and guidance about student attendance. Maintaining consistent and positive relationships is a key element of the post. The post-holder needs the ability to work independently and as part of a team. Establishing effective working relationships with appropriate external agencies to support and promote improvements in attendance. Resilience is essential.   |
| **Knowledge, Skills and Experience:**  |
| The post-holder will: * Have a minimum of 5 GCSEs (or equivalent) at grade 4 and above, including English and Mathematics.
* Ideally have experience attendance and or line management.
* Possess excellent organisational, communication and interpersonal skills. A commitment to young people, their welfare, safeguarding, education, and personal development. Must be able to relate well to school staff, students of all abilities, parents, carers, and external partners.
* Be able to work effectively under pressure and adapt to ever-changing circumstances.
* Be able to prioritise and manage workload, as well as supporting the work of others.
* Be able to maintain confidentiality and comply with data protection requirements.
* Have good ICT skills. You will be required to use a range of Microsoft products, including Outlook, Word, and Excel to produce and analyse information, as well as other school specific software such as SIMS, for which training will be provided as required.
* Possess adaptability, be able to use their initiative, be reliable, and resilient.
* Be able to work independently and as part of a team.
* Be student focused and able to establish positive relationships.
* Have a desire to improve and develop.
* Have enthusiasm, flexibility, and a sense of humour.

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**Agreed** that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: .............................................................. Date: ...........................................................

Line Manager: .......................................................... Date: ...........................................................